

# Director Search 2022



# Work and Play in Tompkins County

What makes Ithaca unique? Is it the towering waterfalls, lush ice-age gorges, endless panoramic views? Is it the hiking, the biking, the boating? Is it the beauty of Cayuga Lake, the longest of the Finger Lakes? Perhaps.



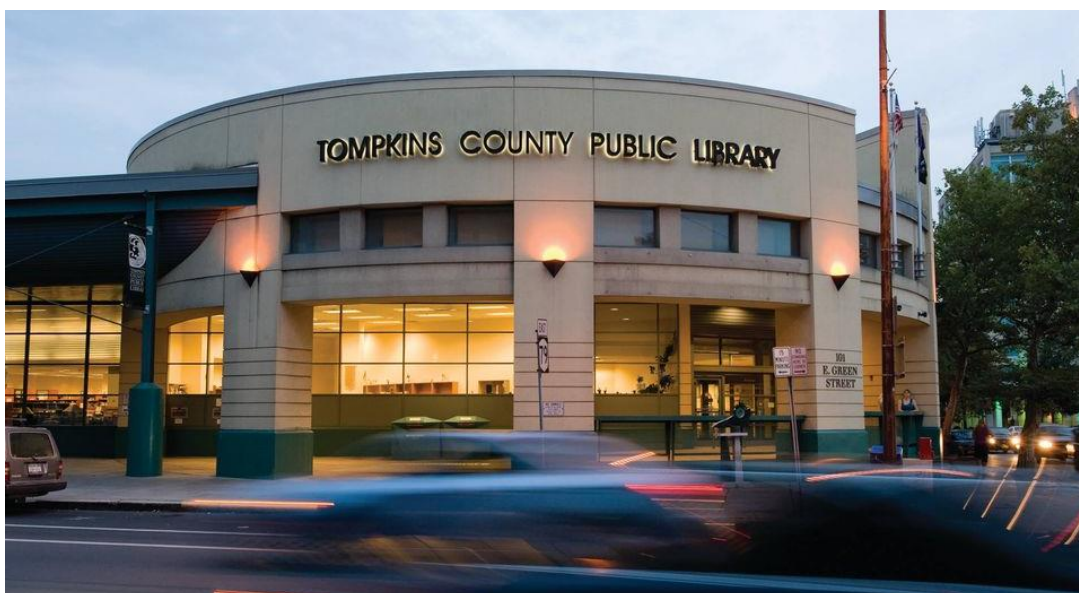
Cayuga Lake.

*Photo Courtesy Visit Ithaca.*

But perhaps it's something more.

Maybe it's the buzz from Cornell University and Ithaca College. You feel it everywhere—in our museums, our galleries, and our restaurants. You hear it in our theaters, our nightclubs, our Finger Lakes festivals. You see it downtown on our pedestrian mall, the Ithaca Commons, where PhDs cross paths with street musicians and families stroll the solar system on an interactive "planet walk." You experience it in Ithaca's hotels, B&Bs, and waterfront cabins.

You can't put your finger on it, but there's something special going on here. The bumper stickers say, "Ithaca is Gorges," but it's more than that. Ithaca is beautiful and smart and always unexpected. It's intense and laid-back and disdainful of convention. Ithaca is Ithaca. There's a vibe here unlike anywhere else in America. And experiencing it is the only way to discover it. Visit the [Visit Ithaca](#) and [Live in Ithaca](#) websites to learn more.



Located in the heart of Ithaca's urban core, TCPL is a one-seat ride on regional transit from virtually anywhere in Tompkins County.

# Tompkins County Public Library

## A Fine-Free and Forward-Looking Library

Located in Ithaca, New York, and founded by [Ezra Cornell](#) in 1864, Tompkins County Public Library is an award-winning library with a storied history. It serves the nearly 102,000 residents of Tompkins County, as well as library users in Cayuga, Cortland, Seneca, and Tioga counties through its role as the Central Library for the [Finger Lakes Library System](#).



The Tween area gives tweens a distinct space separate from teens and little ones. It features an extensive collection of graphic novels for that age group, among other resources.

TCPL's central vision is to create a library "where everyone can belong and find joy in learning, discovery, and personal growth." Fine-free since 2019, the Library has been recognized nationally for [service to patrons with disabilities](#) and [diverse picture book collection](#), among other honors.

TCPL has a designated children's area, as well as tween, teen, and adult spaces. In addition to the typical collections of books, magazines, movies, newspapers, audiobooks, and ebooks, the library features a Digital Lab, Local History room, Makerspace, Teen Center, meeting and study spaces, and two large rooms for community and library events.



TCPL's Makerspace is a creative hub for experienced and novice makers alike. It features a 3D printer, laser cutter (pictured above), recording equipment, sewing machines, button-makers, and more.

TCPL offers programs and outreach events for all ages, including a summer story time in DeWitt Park, computer skills at senior residential homes, work with incarcerated and formerly incarcerated individuals, and participation in the annual Ithaca Festival Parade.

## COVID-19 Response

Since the onset of the COVID-19 pandemic, TCPL has devoted itself to responding, restoring, and reimagining library services to meet community needs.

TCPL was closed for only a brief period in 2020, reopening by June for some in-person hours and services. The staff threw themselves into finding creative ways to serve the public. Examples include virtual and outdoor programming, social media chats, curbside pickup, book and binge bundles, and new partnerships with local school systems and community organizations. Many of these initiatives proved so popular that they have been retained even after the library resumed its pre-COVID hours with full services.

TCPL has also opened its doors as a vaccine clinic location and, during the winter of 2020-2021, as a warming center for a local food-and-advocacy organization that needed a safe space for community members experiencing homelessness and other needs.

## Community Support

TCPL is cherished in our community and benefits from the devoted support of key local allies. The [Friends of the Tompkins County Public Library](#) hold some of the largest book sales in the country twice a year. Generous grants from the Friends support Library collections and programs. Justifiably proud of their accomplishments, the Friends are an essential partner in TCPL's success.

Another valuable ally is the [Tompkins County Public Library Foundation](#), which supports the library through fundraising and inspiring community support. The Foundation serves as a bridge between the library and the community, encouraging engagement through philanthropy and participation.

## TCPL at a Glance

- Central Library of the five-county **Finger Lakes Library System** consortium
- **35,000** registered borrowers
- Annual circulation of approximately **800,000**
- **77,000** Internet sessions per year
- More than **40,000** children and adults reached through programming and outreach in 2018
- Over **3,000** children, teens, and adults registered for summer reading programs
- **Hundreds** of community groups meet regularly at the library, free of charge
- Nearly **500** volunteers provide more than **9,600** annual hours of service to the library
- Close to **7,000** social media followers

Guided by the input of patrons and non-users alike, the Library's Board of Trustees and Strategic Plan Committee have crafted a new [mission and vision](#) which put our patrons front and center. Our organization's first-ever equity statement demonstrates our unwavering commitment to ensuring TCPL is a place for everyone, and our values express that which we hold most dear. Upon these foundations, we have arrayed a set of strategic goals, unified around the theme of sustaining our current work, and building upon it to welcome and serve even more people, how and where they need us. Learn more by visiting the [TCPL website](#).

## Equity Statement

Tompkins County Public Library (TCPL) believes that the library is for everyone. We value diverse opinions and respect free speech. Different points of view are allowed and welcomed.

TCPL also supports patrons' right to a library environment free of harassment and intimidation. TCPL views all manifestations of prejudice and intolerance that target particular individuals or interfere with patrons' ability to use the library as contradictory to our mission and violations of our Code of Conduct. We expect patrons and staff to contribute to a welcoming environment.

## Governance

Tompkins County Public Library is governed by a Board of Trustees appointed by the Tompkins County Legislature. Trustees are bound by the duties of integrity, responsibility, respect, and loyalty.

The board is accountable to the:

- library's mission and cultural heritage;
- values and principles that guide and shape TCPL's mission;
- public interest and public trust; and,
- legitimate and relevant interests of the library's various constituencies.

The board broadly defines the mission of the library, determines generally the types of programs the library will offer, and is ultimately accountable for the quality of the library experience. The board also bears special responsibility to help the library anticipate natural or manmade disasters or other crises that may profoundly disrupt the operation and/or financial stability of the institution.

Maintaining the library's fiscal integrity is fundamental to the board's responsibilities. The board bears ultimate legal responsibility for approving the library's annual budget and for monitoring the library's fiscal welfare. The board is the ultimate fiduciary of the library, even though day-to-day operations are properly delegated to its administration.

One of the board's most important duties is to select a Library Director who will provide vision and leadership for both the library and our greater community. The board also determines the director's compensation and assesses the director's performance.

## The Position

The Tompkins County Public Library Director is a New York State Civil Service position hired through the Tompkins County Department of Human Resources. The full job description and minimum qualifications are available on the [Tompkins County website](#).

### Minimum Qualifications

- Graduation from an ALA-accredited school or program with a graduate degree in library or information studies
- Possession of—or eligibility for—a New York State Public Librarian's Professional Certificate
- Eight years of satisfactory professional library experience in a library of recognized standing, two years of which must have been in an administrative capacity.<sup>1</sup>

### Summary of Essential Duties

As a professional librarian and leader under the general direction of the Board of Trustees, the Library Director has overall responsibility for carrying out the goals and objectives of the Tompkins County Public Library and for supervising its professional librarians and support staff. This responsibility includes the management of annual and long-range planning, service delivery, comprehensive programs, government relations, public and community relations, physical facilities, fiscal affairs, resource development, personnel and labor relations, and compliance with all laws and regulations. The director also ensures that the library goals and objectives reflect the library's strategic plan, including its mission statement and the needs of populations to be served, and that these goals and objectives are communicated to the library's public. The director performs all related duties as required.

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<sup>1</sup> Administrative experience shall include—but not be limited to—at least two activities such as institutional planning, organizing, budgeting, communicating, or any other experience that would be considered qualifying as determined by the Tompkins County Commissioner of Human Resources.

## Civil Service

The Civil Service governs the hiring of the library's director, and the majority of its employees. This position does require participation in a Civil Service Exam, although it is not an "exam" in the traditional sense. Rather, the exam is a "Training and Experience Exam" that is essentially a list of questions regarding the candidate's education and experience as relevant to the director position. To learn more, please visit the [New York State Library Association Guide to Civil Service in New York State](#).

# The Ideal Candidate

## Community Builder

- Works collaboratively with the TCPL board, staff, foundation, Friends of the Library, local government officials and other stakeholders to chart and execute the library's mission
- Partners successfully with local nonprofit, education, and business leaders
- Works effectively with elected and appointed officials at all levels of local government
- Demonstrates a commitment to equity, diversity, inclusion, and belonging
- Acts with the utmost integrity, developing relationships based on honesty and trust
- Employs cultural competence to respond to emerging and ongoing community needs
- Actively participates in professional and civic organizations

## Communicator

- Prioritizes listening and seeking to understand
- Advocates passionately and effectively for TCPL, its staff, services, and constituencies
- Develops and communicates a shared vision of library services
- Communicates openly, clearly, logically, and concisely
- Serves as an eloquent, effective, and visible voice for the library in the community and media
- Provides timely and relevant information on critical issues to the board, staff, and public
- Employs and appreciates humor

## Innovative and Visionary Leader

- Creates and nurtures an environment in which excellence and innovation thrive
- Develops and communicates a compelling vision of a modern public library, with services and programs responsive to community needs and interests
- Promotes a transformational culture that supports and advocates for its staff and volunteers
- Keeps abreast of current trends and best practices in public libraries
- Fosters continuous improvement by identifying and developing outstanding staff and implementing new services and technology, including alternative service delivery initiatives
- Exhibits intellectual curiosity and demonstrates a commitment to personal lifelong learning

# Selection Process and Timeline

The board will offer a competitive salary commensurate with the qualifications and experience of the selected candidate. The salary range is \$95,000 - \$125,000 and the position includes a benefits package with health insurance, retirement contributions, and paid leave.

## How to Apply

Visit <https://www2.tompkinscountyny.gov/personnel>:

1. On the left side of the screen, choose "Vacancy List."
2. Find the "TCPL Library Director" opportunity to review the full job description.
3. Select "Apply."
4. Create your profile to continue. Complete the application and upload a cover letter and curriculum vitae or résumé along with any other supporting documentation you would like us to consider. Call 607-274-5526 for assistance with any questions or challenges.

Applicants must submit complete applications by July 1, 2022, to be considered.

The Tompkins County Public Library is committed to equity and inclusion. We encourage others with similar values to apply.

## Timeline

A selection committee comprised of TCPL trustees, staff, and other stakeholders will be screening applications and conducting interviews.

We expect initial interviews to be conducted remotely and final interviews to be conducted in person. Each finalist should plan on a full day of interview activity and interaction.

We would like to fill the position no later than October 1, 2022.

Learn more about the County, the library system, the position, and how to apply by emailing Mary McKeon at [mmckeon@tcpl.org](mailto:mmckeon@tcpl.org) or calling 607-272-4557 x221.