

Position Available: Library Director

Emma S. Clark Memorial Library, the oldest public library in Suffolk County and one of the most respected cultural institutions on Long Island, is seeking an experienced, visionary, and community-focused leader to serve as its next Library Director. With a legacy of excellence in service, a vibrant and diverse patron base, and a strong commitment to innovation and lifelong learning, Emma S. Clark Memorial Library stands as a beacon of knowledge, creativity, and civic engagement in the historic Three Village area.

The Library Director is the chief executive officer of the library, responsible for strategic leadership, financial stewardship, and the implementation of policies set forth by the Board of Trustees. Under the general direction of the Board of Trustees, the Director is responsible for the day-to-day management and administration of the library and its staff. The successful candidate will be a dynamic and diplomatic leader who can honor the institution's rich traditions while boldly steering it toward future growth, technological advancement, and expanded community impact.

Why Emma Clark?

Founded in 1892, Emma S. Clark Memorial Library is more than a library—it's a cornerstone of intellectual enrichment and community life. Widely recognized for its architectural beauty, outstanding services, and innovative programs, it offers an exceptional opportunity for a leader to shape the future of a treasured institution.

Located in the picturesque village of Setauket, the library is a free association library that serves a highly educated and civically engaged population within the Three Village Central School District, a region noted for its outstanding schools, cultural richness, and quality of life. With a budget of over \$5.8 million, a dedicated staff of approximately 90, and a robust offering of programs and services for all ages, the Library plays a central role in community life.

Qualifications include:

- Master's Degree in Library and Information Science (MLIS or equivalent) from an ALA-accredited program.
- Possession of (or eligibility for) a New York State Public Librarian's Professional Certificate.
- Minimum of 5–7 years of progressive library leadership and management experience, preferably in a public library setting.
- Demonstrated experience in strategic planning, personnel supervision, budget development, and public service delivery.

Key Responsibilities include:

Strategic & Operational Leadership- Leads long-term planning and day-to-day operations, ensuring library services and policies evolve to meet community needs and comply with laws.

Governance & Board Relations - Serves as the chief advisor to the Board, preparing reports, attending meetings, and ensuring transparency, confidentiality, and trust in governance matters.

Fiscal Management - Develops and manages the library budget, advises on financial planning, and ensures compliance with fiscal regulations and best practices.

Personnel & Organizational Development - Manages staffing, promotes a culture of growth and accountability, and oversees hiring, evaluations, and professional development.

Facilities Management - Maintains the safety and functionality of the library's physical space, overseeing daily upkeep and planning long-term improvements.

Collections & Services - Ensures materials and programs meet the community's needs by overseeing selection, circulation, and regular evaluation of services.

Community Engagement & Public Relations - Represents the library publicly, fosters community partnerships, and leads outreach, branding, and communications efforts.

Technology & Innovation - Drives integration of new technologies, oversees digital platforms and IT systems, and ensures support and training for staff and patrons.

This full-time, salaried position requires collaboration with local organizations and public-facing involvement in community events, including weekend and evening hours.

This is a free association library and not a part of the civil service system. The Library does participate in the NYS retirement system as well as 90% paid individual or 75% paid family health insurance coverage through NYSHIP. Benefits also include paid vacation and sick time.

Salary range will be \$150,000 - \$175,000

Please send a copy of your cover letter, resume, and three professional references no later than **June 20th, 2025** to: **Directorsearch@emmaclark.org**