



Swampscott Public Library Director

The Community

Swampscott, MA, (15,111 pop.) is a beautiful and tranquil seaside community located 15 miles northeast of Boston along the coastline of the Atlantic Ocean. Swampscott offers a friendly, welcoming and nurturing family environment, an excellent education system, superb public safety and support systems, and a town government which is responsive to the needs of its residents. The Town of Swampscott and the Board of Library Trustees are seeking a dynamic and visionary leader who has strong management and team-building abilities as well as superior communication skills to serve as the Director of the Swampscott Public Library.



Swampscott has an AA+ rating and strong economy with a per capita income that is significantly higher than the state averages. The population density is high as the community has a land area of only 3.58 square miles. While Swampscott is not a hugely diverse community, it does have a significant Russian population. Swampscott has a five-member Select Board, a Representative Town Meeting form of government, and an FY22 budget of \$71.7 million. Residents are highly supportive of the popular and busy Swampscott Public Library.

Position Brief

The Swampscott Public Library Director, who reports to the Town Administrator, oversees and monitors day-to-day library operations, including budgeting and personnel management. In addition to the Director, the library has five full-time and 13 part-time employees. The Library Director should be a part of the team, willing to jump in to assist patrons and staff when needed, as well as being a strong advocate for the library, communicating its needs and its successes to the community. The next Director must be a skilled communicator and someone who enjoys engaging with patrons and the public. The Library Director is expected to provide innovative and collaborative leadership in regard to the Town's library operations and services. The next Director needs to think strategically and creatively in relation to use and layout of the library building, and in working with town officials to advocate for the library and its patrons. This position became available following the retirement of a highly successful Director who devoted 25 years to the Swampscott Public Library.

Annual Salary: \$100K+/-, depending on experience and qualifications. The Town of Swampscott is an Equal Opportunity Employer.

Expectations and Opportunities

The Swampscott Public Library

The Swampscott Public Library has always held a special place in the hearts of the townspeople. Shortly after the Town incorporated in 1852, a benefactor donated books and funds to start a subscription library in the original Town Hall. Then, in the early 1900s, Professor Elihu Thomson donated land and the Town built the library building, which opened its doors on January 20, 1917. It became a free public library that was open to all and has remained a vital part of the community for more than 100 years. The building was enlarged in the 1950s and again in 1996. It is centrally located next to Town Hall and across the street from the fire station. The current building is in need of renovation and the next Library Director must be comfortable with building management issues and be able to think strategically about facility improvements that should dovetail with necessary repairs and capital investments. A Library Planning and Programming



Report was completed in 2020 that details and prioritizes approximately \$5 million in renovations and improvements that, according to the plan, will be conducted in phases. The next Director must work collaboratively with the Trustees to develop and advance a strategic vision for the library's future and then clearly communicate that vision to officials and residents and secure support.

The Swampscott Public Library is a member of the NOBLE (North of Boston Library Exchange) network, a consortium of 28 local public and academic libraries that share resources and technical expertise. As of FY21, the Swampscott Public Library has a circulation of 103,500, total holdings of 131,400, and held a combined total of 320 in-person and virtual programs with a total attendance of 1,225. The library currently has about 7,000 registered borrowers. The library is considered the heart of the community and is a hub of activity as well as a critical resource for the educational, vocational, and recreational needs of all its patrons.

Mission

The mission of the Swampscott Public Library is to enrich the lives of our users through information, education, and recreation. To this end the library will support literacy and learning for all age groups. The library will provide general informational materials as well as current and popular materials in a variety of formats. And finally the library will develop welcoming spaces that the community can use to work collaboratively and to discuss issues of common concern.

The Board of Library Trustees

The Board of Library Trustees is comprised of three members elected for three-year staggered terms. Board members have various duties and responsibilities, including:

- Serve as a Screening Committee and recommend to the Town Administrator no less than three applicants for appointment as Library Director. The Town Administrator recommends a finalist to the Select Board for appointment.
- Provide general operating and administrative policy guidance to the Library Director.
- Assist the Library Director in developing a comprehensive financial operating plan. The plan should include revenue from all sources, including grants, donations, fines, and other income.
- Review grant applications concerning library services.

Friends of the Swampscott Public Library

The Friends of the Swampscott Public Library is a non-profit, volunteer-run, donor-funded organization that collaborates with library staff to provide high quality resources and programming to patrons of all ages and backgrounds. The Friends was founded in the 1960s and incorporated as a 501(c)(3) in 1984. It has funded such events as summer programming for children and family nights; teen book groups, art classes, and local band concerts; author events; furnishings and equipment; Russian programs; and passes to local museums. It strives to help keep the library modern, accessible, and relevant to the needs and interests of Swampscott residents.

Vision Statement

The Swampscott Public Library will be a welcoming place where people can fulfill their informational, recreational and cultural needs. Young children will have many opportunities for early childhood enrichment. All age groups will find help and support for their technology needs. Community residents will find the environmental information that they need to make good decisions for the health of our people and our planet. Unemployed and under employed townspeople will find the resources they need to get their ideal jobs. Community groups will have spaces to hold meetings. Residents will be well informed about activities, services and information available at the library. In conclusion, the Swampscott Public Library will be an active part of the community, helping residents improve their lives and their town.

Library Services

The Swampscott Public Library provides a warm and welcoming space for residents and all patrons, along with a wide variety of services and particularly strong programming. Programming at the library is appreciated for its creativity and diversity. For example, the library hosts music and movement events, meditation sessions, board game clubs, discussions on current events and social issues, a knitting group, and librarian podcasts. The Swampscott Public Library offers patrons the use of computer stations; books, periodicals, DVDs, audiobooks, and digital books; reference and learning resources; museum passes, and streaming services such as podcasts, ebooks, music, movies, and documentaries. It houses a Library of Things with such non-traditional materials as portable mini air conditioners, hotspots, Seasonal Affective Disorder lamps, and a variety of videogames. It is also home to a large Russian collection.



The library is an inclusive, affirming, and accepting community center that strives to be welcoming to everyone. The Library Director must understand how public libraries are changing and how the use of libraries has changed in today's world and will continue to change over time. The next Director should be willing to take risks with programming and have the ability to assess which programs work and which do not. The Director must be energetic, nimble, and able to pivot as needed which the past two years have proven are critical skills for public librarians.

The Swampscott Public Library Board of Trustees would like the library to continue to expand its partnerships with other departments and outside organizations to bring more library services and materials beyond the building and into the community. The library must continue to find creative ways to engage, educate, inform, and entertain.

Finances

The Swampscott Public Library has an FY22 budget of approximately \$780,000, with about \$560,000 dedicated to personnel costs and \$220,000 to other expenses. The Director, along with the Board of Trustees, develops the annual operating budget and then discusses it with the Town Administrator prior to its inclusion in the Town Administrator's total budget proposal. The Library Director must be able to collaborate and communicate with town officials to highlight the library's operating needs as well as its overall vision.

Staffing

The library has six full-time and 13 part-time positions. Staff positions include: Assistant Director, Head of Circulation, two co-Heads of the Children's Department, Head of Reference, Young Adult and Reference Librarian, AV Processor, two Library Assistants, five Library Aides, two Reference Librarians, a Russian Collection Librarian, and an Administrative Assistant.

The Swampscott Public Library staff include longtime employees as well as those who have joined the team more recently. Staff members enjoy developing creative new programs and spending time assisting patrons, many of whom view the library as the community center and place to enjoy congenial company. The library plans to increase its collaborations and partnerships with town departments, schools, and other organizations. The Library Director should remain, or become, involved with the various state, regional, network, and professional library organizations to stay informed of best practices, trends, innovations, and new regulations. The Director should be a lifelong learner who strives to encourage that value in others.



FY21 Accomplishments

- Obtained grant from the Massachusetts Board of Library Commissioners for a town-wide assessment of historical holdings.
- Developed a long-range plan for the building with the help of a Library Programmer.
- Completed the flooring, wood refinishing, and painting of the meeting room.
- Added window service for patrons during COVID-19 pandemic.
- Created and adapted numerous library programs for virtual access, including author talks, children's story time and music events, book clubs, and meditation sessions.
- Added Podcasts with authors and tours of historical sites in town.
- Began the *One Topic: One Town* series of programs to combat racism.

FY22 Goals

- Return the library to normal servicing, adapting as needed to continue to follow all necessary state guidelines.
- Begin work on the long-range plan for the building.
- Continue to provide programming highlighting diversity and inclusion.

Important Links

- [Town of Swampscott](#)
- [Swampscott Public Library](#)
- [Board of Library Trustees](#)
- [Staff and Policies](#)
- [Friends of the Swampscott Public Library](#)
- [Swampscott FY22 Budget](#)
- [North of Boston Library Exchange](#)



SWAMPSCOTT

— PUBLIC LIBRARY —

The Ideal Candidate

- Requires Master of Library Science degree from an A.L.A. accredited graduate school, and a Certificate of Professional Librarianship issued by the MBLC.
- A proven track record as a Director or Assistant Director in a public library with excellent recommendations.
- Exceptional interpersonal and communication skills.
- Strong and vocal advocate for the library.
- Promotes a welcoming, inclusive, and accepting environment for all.
- Has strong people management and team-building skills.
- Values and empowers staff to be thoughtful and innovative
- Builds a positive team environment; responsive and motivational leader.
- Ability to work as part of the team while also leading the team.
- Exhibits good judgement and confidence.
- Able to prioritize and work within the system; politically astute.
- Collaborates with Trustees to provide a vision that aligns with the library's mission.
- Proven 21st century library experience and understanding, views libraries as community centers with robust and diverse programming and outreach.
- Strong budgetary management experience.
- Experience and knowledge in handling diverse types of revenue sources.
- Proficient knowledge of professional library principles, practices, and services.
- Skilled in strategic planning.
- Ability to work with a variety of constituencies, including staff, volunteers, the public, and town officials.
- Is comfortable being the "face of the library."
- Is a community leader and builder.
- Ensures that the collections reflect the diverse interests of the community and patrons.
- Ability to interpret community interests and needs.
- Promotes diversity, education, and inclusion through library operations as well as the library's collections and programming.
- Exhibits a warm and open personality; is flexible and innovative.
- Has the ability to identify trends.





TOWN OF
SWAMPSCOTT
MASSACHUSETTS

How To Apply

Cover letter and résumé must be submitted by March 24, 2022, 3:00 p.m. EST, via email, in a single PDF, to:

Apply@communityparadigm.com

Subject: Swampscott Library Director

Questions regarding the position should be directed to:

Sharon Flaherty, Principal
Community Paradigm Associates
SFlaherty@communityparadigm.com
603-770-9959

The Town of Swampscott, Mass., is an Equal Opportunity Employer.