

# Library Director Search



## Baltimore County

Living in Baltimore County means a comfortable blend of historic neighborhoods, suburban communities and rural landscapes. Whether you prefer apartment living or want space to garden or stable your horse, the housing choices are numerous. Our strong educational system provides a quality education from kindergarten through grade 12 and the county is home to the University of Maryland, Baltimore County and Towson University, as well as two private colleges --



Goucher College and Stevenson University. Loyola University has a campus in the county, and there is a three-campus Community College of Baltimore County.

With more than 170 miles of shoreline and over 60 marinas, Baltimore County is a destination for boaters and fishing enthusiasts. Hike, bike or swim in over 10,000 acres of Baltimore County parkland. Taste and tour at local vineyards, and enjoy the sounds of music as the Baltimore Symphony Orchestra comes to Oregon Ridge Park every summer. Shop on Antiques Row, bike or hike on the Northern Central Railroad Trail, or make it a "staycation" as you enjoy the pleasant, mild climate.

Major employers in the county include Medstar Franklin Square Medical Center, the Social Security Administration's national headquarters, T. Rowe Price

Group, McCormick & Company, Stanley Black & Decker, and the local school system and county government.

The charter form of government consists of a County executive and seven-member county council. There are no incorporated communities, but the county seat is Towson, where the Administrative Offices of the Library are located in the Towson Branch.





The county, with its diverse and growing population of just over 800,000, is situated in the geographic center of the state and surrounds the City of Baltimore almost completely. This location is in a metropolitan area with a population in excess of 2.7 million. Washington, Philadelphia and New York are day trips away by car or Amtrak, and nearby Baltimore/Washington International Thurgood Marshall Airport makes the area a convenient hub for easy travel to points near and far. Don't forget Ocean City and Rehoboth Beach, each a mere 2½ hour drive from home.

Baltimore's lively Inner Harbor resounds with cheers for the Baltimore Orioles and the World Champion NFL Ravens. Preakness thoroughbreds race at Pimlico, and are bred and trained in Baltimore County's numerous horse farms. Popular music comes to large arenas and cozy venues, and world-renowned art collections are minutes away at the Baltimore Art Museum, the Walters Art Museum, and the American Visionary Art Museum.

Baltimore's many theaters, including the recently renovated Hippodrome and the more intimate Center Stage, Everyman Theatre, and the Lyric Opera House, offer a wide range of performing arts from local and professional troupes to Broadway shows.

Take the family downtown to the National Aquarium, the Maryland Science Center, Port Discovery Children's Museum, Fort McHenry National Monument, or the Reginald F. Lewis Museum of Maryland African American History and Culture. Enjoy a night out at Power Plant Live, or have a great meal at one of the fabulous restaurants featuring Maryland seafood.

Baltimore County is, without a doubt, a wonderful place to live! Learn more about the County:

[www.bcinfobank.com](http://www.bcinfobank.com)

[www.baltimorecountymd.gov](http://www.baltimorecountymd.gov)





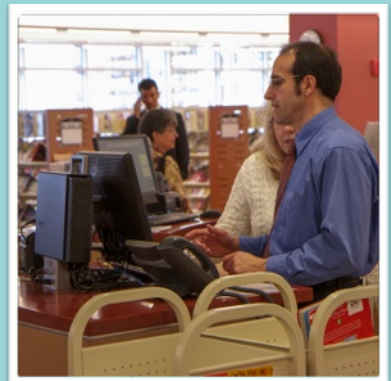
## Baltimore County Public Library

The Baltimore County Public Library (BCPL) has been serving the suburban community surrounding the city of Baltimore since 1948. Based in Towson, Maryland, this nationally recognized library system has 19 branches, almost a half million registered users, and lends over 10 million items per year. Four bookmobiles make community stops to provide convenient access to materials, reach customers in senior centers and nursing homes, and visit licensed daycare providers to provide story times and materials for the children in their care.

All BCPL branches are open seven days a week throughout the year. The libraries provide the widest array of services and materials in a variety of formats, including downloadable books, magazines, movies and music in addition to print and hard copies of those materials. Special collections include items in foreign languages, historical material and photographs, and Braille books for children. There are Baby Booster Kits, Read Along Kits, and kits with materials and discussion guides for the book clubs. The Website provides access day and night, with special links for children and teens to sites targeted for their interests and age levels.

There are literally thousands of programs every year, for babies just being introduced to books and stories, seniors with countless memories, and everyone in between.

BCPL has a reputation for innovation and there are examples from every decade. The system was one of the first to put the card catalog on microfilm, one of the first to offer popular, high demand materials, and BCPL had every branch using its automated circulation system by the mid 1980s. A more recent original project is the development of Storyville, an interactive early literacy learning center designed specifically for children ages birth to five and their caregivers to help young children enter kindergarten ready to succeed. Two branches now have Storyville centers with themed learning areas where caregivers and children can play together in a developmentally ideal atmosphere. In the spring of 2013, BCPL opened a new library branch in the Owings Mills Metro Centre as a joint use facility, sharing the six-story LEEDS Silver building with the Community College of Baltimore County. With over 50,000 square feet, 70 computers for public use, and a glassed-in children's room with technology for targeted age groups, this library is truly state of the art.





Maryland has been referred to as “Library Heaven.” Most recently the Executive Director of the Southern Maryland Regional Library said this referring to the amount of sharing that goes on among colleagues in the state. A prime example of Maryland’s historic statewide cooperation is the Sailor network ([www.sailor.lib.md.us](http://www.sailor.lib.md.us)), a service for Maryland public libraries which provides access to an extensive collection of research databases as well as a comprehensive interlibrary loan program. Maryland’s state library is the Division of Library Development and Services, which administers state and federal programs and coordinates meetings of MAPLA, the Maryland Association of Public Library

Administrators. That group meets quarterly to advocate for and help each other to provide excellent public library service. Citizens for Maryland Libraries, the Maryland Library Association, and the Maryland Library Leadership Institute all contribute greatly to the cooperative, positive atmosphere for public libraries in the state.

BCPL, governed by a seven-member Board of Trustees, is fortunate to have active Friends groups and a successful Foundation that is committed to mobilizing resources to support the system and act as advocates for the library at the county and state levels.

Visit us at <http://www.bcpl.info> to learn more about us.





## The Position

The library director performs executive-level professional work planning, directing, and coordinating the activities of the Baltimore County Public Library to ensure the mission, goals, and objectives of the Library are accomplished consistent with Board policy and within prescribed time frames and funding parameters.

The director reports to a seven member Board of Library Trustees that has the legal authority and responsibility to see that the library system is well managed and operates in accordance with the laws and regulations that apply to Maryland libraries and to county funded services. The Trustees are appointed by the County Executive from recommendations made by the Board.

## Opportunities and Challenges

- Encourage and support staff in their effort to provide service to community residents in non-traditional locations throughout the County
- Empower staff to develop new and innovative programs to serve the increasingly diverse residents of the County
- Develop a plan and secure necessary funding to refresh or remodel older library facilities
- Analyze library's organizational structure and implement changes that will enhance effectiveness, efficiency, and customer service
- Collaborate with County departments, school district, community organizations, local businesses and other potential partners to enhance and expand service to shared audiences
- Partner with the Library Foundation, Friends of the Library, and other community partners to raise funds to enhance library services
- Deploy technology that improves the customers' experience
- Mentor and coach staff to achieve their full-potential
- Communicate the importance and value of library service in the digital age and increase public awareness of services the library provides
- Provide leadership in the development of a strategic plan that is responsive to community needs



## By the Numbers

Number of branches: 19

Number of bookmobiles: 4

Circulation: 10,696,199

Service area population: 817,455

Circulation/capita: 13.1

Registered borrowers 6/30/13: 431,600

Circulation/registered borrower: 24.8

Door count visitors: 4,606,410

Visits to the website: 5,434,855

Number of programs: 6,184

Attendance at programs: 210,580

Summer Reading Club participants: 53,658

Uses of public PC's: 839,970

Total funding: \$ 41,555,316

Total holdings 6/30/13: 1,993,615



## The Ideal Candidate

### Change Agent

- Challenges the conventional wisdom and seeks creative alternatives
- Proven track record of continuous improvement approaches and efforts including alternative service delivery initiatives
- Creates an environment where excellence and innovation can thrive
- Effectively leads and manages change
- Is forward thinking and has a positive track record in implementing appropriate leading edge technologies

### Strategic Thinker

- Thinks strategically and makes sound decisions under pressure
- Is skilled in strategic planning and plan implementation
- Is a creative problem-solver
- Has a knowledge of current trends and best practices in libraries that influence or enhance public library service

### Learner

- Is intellectually curious
- Demonstrates a commitment to personal life long learning
- Is responsible and accountable for his or her work and actions and continuously strives to improve personal performance
- Is a reader and shares the love of reading with others
- Is tech savvy

### Community Builder

- Acts with a high level of integrity and develops relationships based on dependability and honesty
- Is politically astute, yet apolitical
- Works collaboratively and harmoniously with the Library Board, Friends of the Library, Library Foundation, library staff and other key stakeholders to achieve the library's mission
- Works successfully with local elected officials, department heads, and other County staff
- Has a history of responsiveness to community residents, library users, and library staff
- Is customer service-oriented
- Is active in local civic organizations
- Participates in professional library organizations and associations

### Communicator

- Provides timely, accurate, and relevant information on critical issues to the Library Board, County Executive, County Council, library staff, colleagues, and the public
- Is able to develop and communicate a shared vision of library services
- Interacts effectively with the media and is willing and able to be an effective, visible library spokesperson in the community
- Identifies the key concepts and issues to be communicated in complex situations
- Communicates openly, clearly, logically, and concisely
- Has a sense of humor

### Administrator

- Demonstrates outstanding management skills and takes calculated risks to improve customer service
- Practices unquestionable ethics and integrity
- Respects, models, and defends intellectual freedom and vigorously supports staff in this endeavor
- Strives for the right mix of customization and standardization when developing library services
- Makes wise, fair, and timely decisions based on solid facts
- Effectively engages with staff at all levels and in all units of the library
- Empowers staff with the authority and resources to carry out delegated responsibilities
- Mentors staff and fosters a team environment
- Excels in developing, leading, and motivating staff
- Has a demonstrated record of effective fiscal management and budgetary planning
- Takes actions that maintain safe and secure facilities for customers and staff
- Understands and uses effective measurement and evaluation methods



## Compensation and Benefits

Salary is negotiable from \$162,500 based on education and experience.

In addition, a comprehensive benefits package is provided that includes the following benefits:

- Paid Time Off
  - ✦ 20 days vacation, increasing to 25 days based on length of service
  - ✦ 15 sick leave days (which can be accumulated)
  - ✦ 7 personal leave days per fiscal year
  - ✦ 9 paid holidays per calendar year
- Membership in the Maryland State Teachers' Pension System (Employee contribution required)
- Medical and prescription insurance (Employee contribution required)
- Dental insurance (Employee contribution required)
- Vision insurance (Employee contribution required)
- Workers' Compensation Insurance
- Basic Term Life Insurance Plan for employee
- Employee Assistance Program
- Professional Association Memberships
- Free Parking or Subsidized Parking in Towson Garage adjacent to the library

The following optional benefits are available to salaried full-time employees:

- Pre-tax Reimbursement Accounts for Health Care and Dependent Care Expenses
- Deferred Compensation Plan (457 retirement plan)
- Baltimore County Employees Federal Credit Union
- Long Term Care Insurance
- Group Legal Benefits Program
- Educational Assistance Program (Approval based on availability of funds).

## Education and Experience

Qualified candidates will have a Master's Degree in Library Science and must be eligible to obtain a Maryland Public Library Certificate.

Ten years of public library experience is preferred. Other combinations of education and experience that provide the necessary knowledge and skills may be substituted.

## Selection Process and Timeline

The search process will be managed by a three member sub-committee of the Board of Trustees with the assistance of June Garcia, library consultant.

The following timeline has been established:

**Applications due:** February 17, 2014

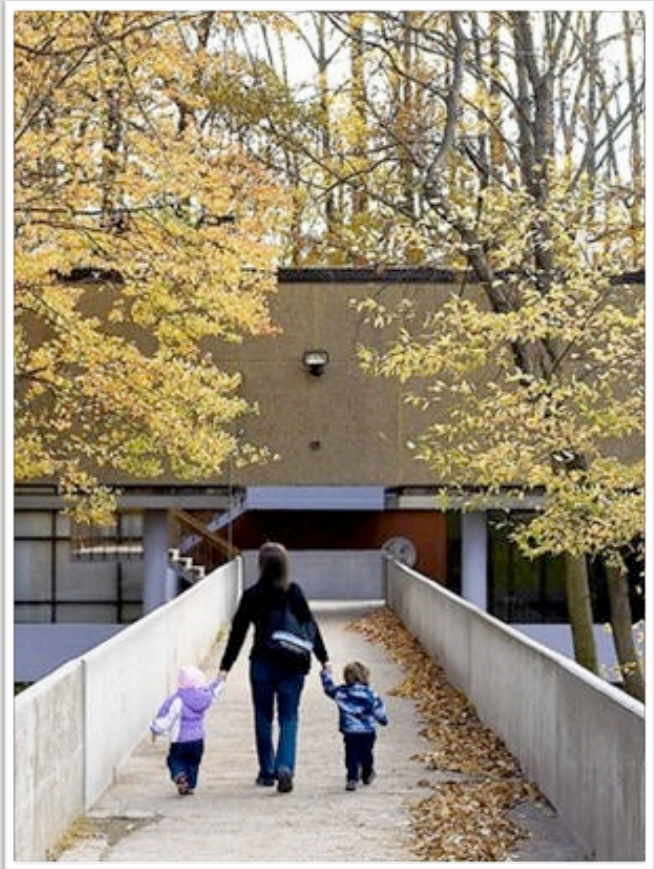
**Semi-final interviews:** March 12-14, 2014

**Final interviews:** April 3-5, 2014

The sub-committee will conduct the semi-final interviews during the PLA National Conference in Indianapolis. It is anticipated that each interview will last one hour.

The final interview process will consist of a variety of activities, including but not limited to: tours of selected library facilities, meet and greet sessions with library staff and community stakeholders, and a formal interview by the Board of Trustees. All finalists will be onsite at the same time.

It is anticipated that the names will be kept confidential until the finalists have been selected.





## How to Apply

To be considered for this exciting career opportunity, please email a letter of interest, your resume, and three work-related references (who will not be called until mutual interest is established) to June Garcia at [June@JuneGarcia.com](mailto:June@JuneGarcia.com)

Applications received by February 17, 2014 will receive first consideration. However, this recruitment is "Open Until Filled."

Inquiries are welcome. Please contact June Garcia at [June@JuneGarcia.com](mailto:June@JuneGarcia.com) or 303 522-2225.

