



March , 2026

Edward Falcone  
24 Lent Street  
Cortlandt Manor, NY 10567

Dear Ed,

We are excited to offer you the position of Temporary/Interim Library Director I at the Port Jervis Free Library (the “Library” or “PJFL”). A description of duties and responsibilities and Civil Service job specification is attached.

Your start date will be on or before March 9, 2026. Starting salary will be \$500.00 per day for full days worked, and \$85.00 per hour for hours outside this schedule. It is anticipated that you will work three days per week on-site at the Library. The specific days to be worked on-site will be agreed upon between yourself and the Board President. Depending on weekly workflow, you may find additional days are helpful however please coordinate with the Board President and get authorization from him if additional full days will be worked in a week.

We would like you to overlap with the prior director, whose last day will be March 6, during his last week, to aid in any transition duties and for him to turn over Library property, passwords, the handbook he was working on, etc. Please coordinate with the Board President regarding the schedule for this.

This temporary position is at this time anticipated to be for up to 6 months. Port Jervis City Civil Service will need to approve continuing the relationship after 3 months. If there is a need for your services beyond the six months, the process for extending the relationship will be discussed with you at that time. If a permanent Director is selected at any point during your tenure with the Library, this temporary position will end.

The Library currently offers certain insurance benefits to employees, including health, dental, and vision insurance, etc. It is our understanding that you will opt out of all insurances. Please confirm this in writing.

During your tenure with the Library you will be provided with 10 paid vacation days, 2 paid personal days & 6 paid sick days, which will be administered according to the Library’s policy. Please advise the Board President in advance, where possible, when you want to take this time off. Any time remaining at the end of your tenure will not be paid out, unless otherwise required by applicable law.

Please let us know as soon as possible, in writing (email response is sufficient) if you accept.

Your appointment is contingent upon your eligibility, reachability, and appointability with Port Jervis City Civil Service.

We look forward to working with you and are very happy you are joining our team!

Sincerely,

Carl Hendrick, Board President  
Port Jervis Free Library

Attachments:

~~Port Jervis Free Library Benefits Memo~~

PJFL Library Director Responsibilities

Port Jervis City Civil Service Job Specifications

## **PJFL Overview of Library Director I Responsibilities**

- Manage library operations to ensure services are being efficiently and professionally provided to patrons and provide advice/counsel to Board regarding same
- Oversee the supervision, evaluation, selection, retention, and professional development of all staff in alignment with the NY Civil Service Laws
- Ensure progress on renovation including liaising with architects, focus on capital campaign, design development, preparation of construction and bidding documents, and construction and construction administration and reporting to Board on progress or issues arising
- Manage collection development
- Maintain regular contact with 2 boards (Library Board and Friends) and attend their meetings
- Manage library finances ensuring that established procedures are followed.
- Manage a budget of approximately \$3,500,000 plus additional funds
- Review invoices and financial statements, review bank accounts, oversee payroll and ensure Library is operating within budget; Liaise with Board on any issues as they arise
- Review and manage all grants including but not limited to SAM, CREST, NYS Public Library Construction Grants.

### Duties to the Board of Trustees

- Work with Board Committees to coordinate and complete Committee work
- Work with the Library Board to establish, revise, and implement policies
- Work with Board Treasurer on funding requests and annual budget development
- Provide suggestions to the Board for future strategic planning. Attend all Board meetings and keep the Board informed of all significant library happenings.

### Other responsibilities

- Maintain and develop relationships with local community organizations and residents to promote good will for the Library
- Attend RCLS Libraries Director's Meetings, Port Jervis City Director's Meetings, Board of Trustee committee meetings

## **Port Jervis City Civil Service Job Specification**

### **LIBRARY DIRECTOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position has overall charge of a library while also taking an active part in the provision of professional library services. The work involves carrying out policies determined by the Library Board of Trustees, by establishing procedures and delegating duties and responsibilities. Participation in professional and technical library routines as well as other work related to operations of a library will vary according to staffing. General and/or direct supervision is exercised over the work of all library personnel. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Develops and evaluates the effectiveness of the library's services and programs in relation to the changing needs of the community;  
Recommends necessary library services, personnel policies and policies and procedures for the operation of the library to the Board of Trustees;  
Administers policies of the Board;  
Develops the library budget and supervises the expenditure of library funds and the collection of library revenues and may write and administer grants;  
Supervises the work and training of library personnel;  
Plans and installs new types of services;  
Administers and/or performs any and all professional and technical library functions including the purchase and selection of books and other media materials;  
Recommends appointments, transfers, promotions, dismissals and staffing patterns of personnel;  
Performs on-line database searches and search training;  
Represents the library at community and group meetings;  
Recommends and administers public relations programs;  
Coordinates library program operations with municipal departments providing support services in areas such as personnel, legal, financial, public works and data processing;  
Keeps informed of professional developments and trends through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;  
Supervises the maintenance of library property and recommends repairs, alterations and new construction.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of library administration practices; thorough knowledge of current principles, practices, technology and trends in public library sciences; thorough knowledge of library collections; thorough knowledge of current library organizations, procedures, policies, aims, initiatives and services; thorough knowledge of the applications of technology to library

operations; thorough knowledge of library materials and collection development issues; ability to carry out library policies and procedures; ability to train and supervise library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to read and comprehend library research; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to express oneself clearly and concisely both orally and in writing to groups and individuals; ability to get along well with others and to participate in the cultural and intellectual activities of the community; tact and courtesy in dealing with staff and the public.

**MINIMUM QUALIFICATIONS:**

1. Possession of a Master's Degree in Library Science (MLS), Master of Science in Information Science (MSIS) or other graduate library degree from a library school located within New York State which is registered by the State Education Department, or from a library school program which is accredited by the American Library Association and five (5) years of professional library experience, three (3) years of which must have been in a public library in an administrative or supervisory capacity. Experience must have been attained after either: receipt of the certification; or receipt of a master degree from a library school recognized by the New York State Department of Education; and
2. Possession of a valid New York State Librarian's Professional Certificate.

**SPECIAL REQUIREMENT:** It shall be the responsibility of the appointing authority to ensure compliance with the New York State Board of Regents Commissioner's Regulations and any other New York State Education Department requirements for New York State public library personnel.