



Champaign Public Library  
in Champaign, Illinois,  
is recruiting for

## **LIBRARY DIRECTOR**



Champaign Public  
 **LIBRARY**  
A library for **life.**

## A library for life.

### We inspire, inform, and connect our community!

Established in 1876, Champaign Public Library’s facilities encompass the Main Library, the Douglass Branch, and the Friendship Bookstore. The Library serves a **community of 88,000** residents—including 25,000 cardholders—and circulates more than **2 million items** each year. The \$28.3 million Main Library opened its doors in 2008 and remains a jewel in the community, incorporating the latest library technology.

The Library houses a **collection of 440,000 items** including books, audiobooks, movies, music, video games, hotspots, Chromebooks, and more. The ebook collection includes more than 200,000 titles available to cardholders for downloading and streaming. Cardholders also get free access to investment information, online tutorials for software training, and language lessons via library subscriptions to online tools. The Library is a member of the Illinois Heartland Library System, a consortium of 545 member libraries in central and southern Illinois. The Champaign Public Library is one of the largest libraries in downstate Illinois and maintains a separate Polaris ILS shared with the Urbana Free Library. The Library has been named a “star library” twelve times by Library Journal.



The Library’s **Strategic Plan**, adopted in 2018, includes five major focuses: Access and Outreach, Workforce Development, Early Learning, Technology, and Building Community.

The Library Director is responsible for overseeing an **\$8.3 million annual operating budget** including a **materials budget of \$900,000**. The Library’s major source of revenue is derived from property taxes levied by the Champaign City Council. The Council reviews and approves the Library’s proposed budget each year. The Library enjoys the support of the Champaign Public Library Foundation and an active Friends organization. The Director is an ex-officio member of both the Friends and Foundation Boards of Directors.

The Library Director oversees and manages all of the Champaign Public Library’s services, facilities, and activities.



#### WE VALUE

- Exceptional service and convenience
- Ongoing innovation
- Building community
- Responsible stewardship
- Access for all

The Director leads a staff of **49 full-time and 58 part-time employees**, including 18 professional librarians. In addition, 120 volunteers contribute 14,000 hours annually. Department managers include:

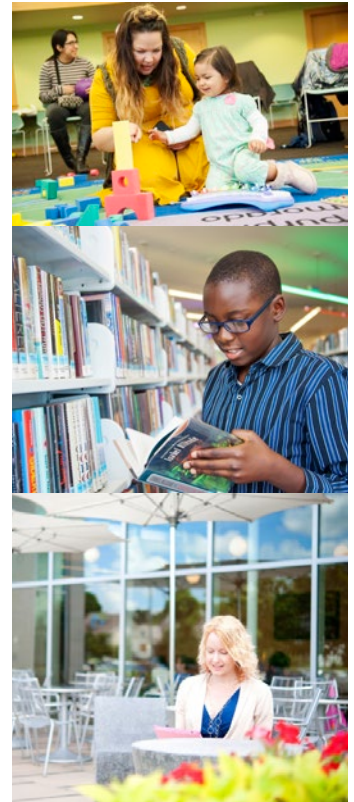
- Deputy Director
- Access Services Manager
- Accounting Manager
- Adult Services Manager
- Children's Services Manager
- Development Director (vacant)
- Douglass Branch Manager
- Promotions Manager
- Maintenance Manager
- Security Manager
- Technical Services/Collections Manager
- Technology Manager

Support services such as legal assistance, insurance, and payroll are provided by the City.

**Position.** The Champaign Public Library functions under a nine-member Library Board of Trustees composed of Champaign residents and one member of the City Council. Library Trustees are volunteers appointed by the Mayor of Champaign and approved by Champaign City Council for staggered three-year terms. The Board sets policy for the Library.

Reporting directly to the Library Board of Trustees, the Director provides leadership to the Library and serves as the Library's chief executive officer. The Director works in partnership with the Board and other Library personnel to analyze community needs and recommend policies, strategies, and programs that add value in education, employment, entrepreneurship, empowerment, and engagement.

The Library Director manages the day-to-day operations of the Library, develops and oversees the library's budget, conducts policy analysis, manages projects, provides strategic planning, and sets goals. The Director is responsible for personnel functions, including recruiting, hiring, supervising, evaluating employee performance, and recognizing employee successes, as well as taking disciplinary action. The Library is affiliated with the City of Champaign and, as a member of the City's executive management team, the Director will be expected to promote the policies of the City Council and City Manager and encourage interdepartmental cooperation and coordination of activities. The Library Director is required to maintain a place of residence within the City of Champaign.



The Library's monthly newsletter highlights reading recommendations, event details, bookstore specials, and ideas for saving money: **[champaign.org/news](http://champaign.org/news)**

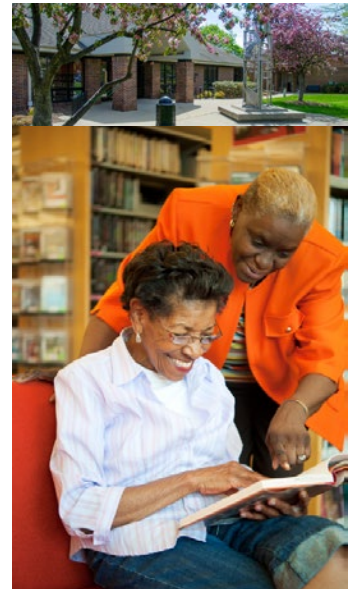
**Criteria and characteristics.** As a leader of the Library and a member of the City’s executive management team, the Library Director must personify the values of Personal Integrity, Responsibility, Respect, Teamwork, and Results. The Library Director must be a visible team leader and achieve a high level of cooperation and teamwork among all Library personnel, the City organization, and the community. The ideal candidate will practice an open style of management and foster a working environment that encourages individuals to excel in their areas of responsibility.

The successful candidate will be highly accountable, ethical, and politically astute, with demonstrated success in decision-making that supports innovative and strategic plans and actions. Budgetary experience—with the skill to forecast and set priorities when faced with limited resources—is essential. The ability to problem-solve and build consensus using effective communication is required.

The candidate will:

- **Be open**, honest, and transparent.
- **Balance an internal focus** on Library operations with an outward focus toward promoting community engagement and partnerships.
- **Possess demonstrated leadership** ability.
- **Have a strong knowledge** of library finances and budgeting.
- **Possess an understanding** of fundraising best practices and library promotions.
- **Be a champion** for diversity.
- **Be highly skilled** in public relations.
- **Consistently maintain and demonstrate professionalism** in their image as the public face of the Library, in written and verbal communications, and in adapting to changing environments.
- **Demonstrate a record of competence** in library management, including personnel management.
- **Have the ability to be an effective liaison** to promote collaboration between the Library Board and Champaign City Council.
- **Possess a thorough understanding** of the current library environment and a vision for the future.

**Education and experience.** A minimum of five years of progressively responsible work experience in public library management and supervision or an equivalent combination of education and experience which provides the required knowledge, skills, and abilities are required. An ALA-accredited Master’s of Library Science degree is required. Knowledge of local, state, and national laws pertaining to governance of public libraries; and proven leadership and management skills that



Douglass Branch Library is situated at the edge of Douglass Park.



foster teamwork, effective communication, and high morale are preferred. Knowledge of fundraising techniques and best practices also preferred.

The ideal candidate will have extensive knowledge of library practices, management techniques, collection development, and technology applications; and experience working and communicating effectively in a culturally diverse community. Demonstrated ability to establish and maintain effective working relationships with elected officials, advisory boards, City administration, all levels of employees, diverse community groups, donors, and citizens is expected.

Other desired characteristics include experience in successfully securing funding for programs and services and experience in planning and presenting the Library's long-term staffing, collections, facilities, and equipment needs.

A strong commitment to public service and high quality customer service is necessary. Successful experience working with a policy-making board and collaborating with elected officials is desirable, as is municipal government experience. A record of ethical and professional conduct that withstands public scrutiny is essential

**Challenges and opportunities** include:

- **Lead by example** in decision-making and communication, developing an environment and administrative structure to promote consistent leadership, and accountability within the Library;
- **Provide visible leadership** within the organization and throughout the community. Develop a working knowledge of our community, its needs, and how the Library works in partnership with citizens;
- **Work in partnership** with the Library Board, staff, and key stakeholders to design, implement, and promote the Library's strategic plan;
- **Recruit, hire, and retain** a diverse professional Library workforce;
- **Continue to build** an environment of teamwork within the Library where departments have a constructive relationship built upon mutual respect and support;
- **Balance available resources** in a cost-effective manner and supplement tax funding with private funding to enhance Library programs and services.
- **Work effectively** with the Library Foundation, donors, and the Library Friends.



Champaign Public Library presents 11 storytimes every week.

**To apply.** Qualified applicants are invited to apply online at the City of Champaign website: [ci.champaign.il.us/jobs](http://ci.champaign.il.us/jobs). Application deadline is **[set by Board]**.

**Compensation and benefits.** The starting salary range for the Library Director position is **\$122,226 to \$165,006**, depending on experience and qualifications. In addition, the Champaign Public Library offers excellent benefits, including:



- Health Insurance—The Library pays the employee (single) health insurance premium and 50% of dependent premium.
- Life Insurance—The Library pays for a term life insurance policy at one and one-half times the annual salary rounded to the nearest whole thousand dollars, not to exceed \$200,000.
- Pension—Membership in the Illinois Municipal Retirement Fund, an employee and employer funded pension fund.
- Vacation Leave—20 days annually
- Sick Leave—Accrues 3.8 hours per pay period
- Contributions to Professional Memberships and Professional Development
- 457 Deferred Compensation Investment Account (Optional)
- Supplemental and Dependent Life Insurance (Optional)
- Dental and Vision Insurance (Optional)