

Job Title: Library Director, Tolono Public Library District

Location: Tolono, Illinois 61880

The Tolono Public Library District is seeking a dedicated professional to serve as its next Library Director who will focus on moving the library forward by concentrating on community engagement.

The Library Director is responsible for the operations of the library and the development as well as the implementation of its service program. Specific duties include managing, planning, organizing, coordinating, and supervising the library and staff. The Library Director performs managerial and administrative responsibilities related to personnel, budget, building maintenance, and library operations and services in compliance with the Board of Trustees' policies. The Library Director reports directly to the Board of Trustees.

Responsibilities and Duties Include:

1. Organizational Growth and Community Relations

- a. Develop and supervise library staff to deliver patron satisfaction utilizing library services and customer service
- b. Oversee community outreach efforts
- c. Identify opportunities to develop long-range plans to address them; utilize information and resources available when making decisions; and establish systematic methods of accomplishing goals

2. Administration & Human Resource Management

- a. Prepare Illinois Public Library Annual Report (IPLAR), Per Capita Grant, Working Budget, Ordinance, legal notices, and grants
- b. Monitor deadlines and publication dates for district libraries; files necessary paperwork with the Champaign County Clerk as well as documents and reports required by the IHLS System and Illinois State Library
- c. Communicate library policy and procedures to staff, making sure each understands his/her responsibilities
- d. Manage library staffing, scheduling, evaluation, and conducts monthly staff meetings
- e. Participate in professional development, classes, conferences, and workshops; Implement changes as applicable to the Tolono Public Library District's operations and initiatives.

3. Financial Management/Legal Compliance

- a. Prepares deposits and reconciles all bank statements monthly
- b. Writes expenditure checks bi-weekly
- c. Works in collaboration with the Library Board Treasurer on fiscal matters

- d. Ensures the library adheres to all federal, state, and local laws and regulations

4. Board of Trustees Relationship

- a. Attend regular and special meetings of the Library Board and committee meetings as necessary and participate in all discussions without the right to vote.
- b. Assist the president in preparing the board packet as well as distribute the board packet to the board each month
- c. Communicate promptly with Library Board business affecting library operations, including preparing a monthly narrative and statistical report of library activities for the Board (Director's report)
- d. Prepare and submit monthly financial reports for Library Board review and approval
- e. Provide professional expertise and guidance to the Library Board, including information and legislation from local, state, and federal agencies and library technology, funding, and management trends
- f. Responsible for working with Attorney, Auditor, County Clerk's office, and newspaper regarding the yearly audit, Levy, and budget work requirements

Knowledge, Skills, and Abilities:

- Able to communicate effectively with others
- Able to work independently and take initiative
- Able to prioritize work, meet established deadline, delegate duties and attend to detail as appropriate

Education and Experience:

- Must have a minimum of two years of supervisory or leadership experience or equivalent combination of education, training, and experience
- Bachelor's degree in library science is preferred or relevant education and library experience or equivalent combination

Deadline: To ensure full consideration, applications must be received by January 16, 2024.

To Apply: Email a resume, cover letter, and Tolono Public Library District Employment application to tpldboard@outlook.com.

Salary: Starting at \$62,000/year

Hours: This is a 40 hour/week salaried position, including evening and weekend hours as needed.

The Tolono Public Library District Employment application is available [here](#).