

Library Director Westville Public Library District

The Westville Public Library District is seeking a Library Director. This highly responsible supervisory position plans, organizes and directs all activities related to the administration and operation of the library district under the direction of the Library's Board of Trustees. The ideal candidate will have excellent written and oral communication skills.

The Westville Public Library District is a small suburban district with a supportive community located near Danville, IL.

Duties of the Library Director

- Administers all aspects of library operations, including circulation, reference, reader's advisory, technical services, collection development, technology, programming, and public relations. Delegates responsibilities in these areas to staff as appropriate.
- Assists the Library's Board of Trustees with recommendations on library policies and services, preparation of budgets and ordinances, preparation for Board meetings, and implementation of its Long-Range plan.
- Supervises, training, scheduling, and evaluating of staff. Hiring and disciplining staff when appropriate.
- Manages financial aspects of the library, including revenues and expenditures in compliance with state and federal law. Creates checks for bi-weekly payroll and accounts payable, monthly financial reports, and other reports as necessary.
- Performs outreach in the community, maintaining good relationships with community members, civic groups, and other governmental bodies and seeks out new partnerships and services.
- Maintains and repairs the library.
- Seeks out new services, initiatives, and grants for the library.
- Prepares reports in a timely manner and properly maintains library records in compliance with the law.

Education and Experience

Bachelor's Degree is required, a Master's Degree is preferred. Two years of library and/or management experience is preferred.

The ideal candidate will have knowledge of:

- Public library administration, legal compliance, budgeting and organization.
- Library automation, including circulation systems.
- Principles of collection management, reference and reader's advisory services.
- Development, administration, and evaluation of programs.
- Technology and related applications, including web design and social media.

Physical Requirements

The following physical requirements are essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Stand for at least two hours.
- Ability to bend, kneel, sit, stand, and climb step ladder.
- Ability to see and hear patrons in-person and on the telephone.
- Able to see and read a computer screen and be able to type and scan material into the computer.
- Lift at least 25 pounds.
- Push/pull a platform cart of 50 pounds.

Compensation and Benefits

Salary and vacation will be commensurate with education, qualifications, and experience. The benefits package includes paid holidays, Personal Days, and participation in the Illinois Municipal Retirement Fund (IMRF).

To apply, submit a cover letter, resume, and three professional references to: wsvplibdr@gmail.com or mail to: 233 S. State St, Westville, IL 61883, Attn: Rick Balsamello, by Monday, April 14, 2025.