

Whiting Public Library

Library Director Position

The Whiting Public Library, located in Whiting, Indiana, is a small, independent library serving 4,997 residents. Although the Library is solely supported by the tax dollars of the citizens of the city of Whiting, because of the proximity of the Whiting Public Library to the Robertsdale section of Hammond, we also service the majority of their population of 7,591.

Located roughly 18 miles southeast of Chicago—Whiting is also known as “The Little City on the Lake.” We are a small but growing community with Lake Michigan in our backyard. Just a few of the amenities include the ability to walk to the shopping district and local schools, miles of bike paths, and a beautiful lakeside park. We have a progressive mayor who is putting Whiting on the map: we are the home of Oil City Stadium; the WhoaZone on the lake; symphonies in the park; and the Mascot Hall of Fame. The Whiting/Robertsdale Chamber of Commerce hosts the annual Pierogi Festival which has received countrywide recognition and has been featured on the Food Network and the Travel Channel.

We have an annual budget of just over \$1m with reserve funds in the LIRF, Rainy Day, and Operating accounts.

We have a seven-member, appointed, board of trustees who have a good working relationship with the library director toward a shared goal of making the Whiting Public Library the best that it can be in fiscal responsibility, service, integrity, and long range planning.

There are currently 9 full-time and 4 part-time employees. This dedicated group has been cross trained to wear many hats. The full time positions include the Director, Assistant Director, who also handles bookkeeping and HR, Children/Young Adult Librarian, Head of Technical Services, Head of Adult Services, Children’s Librarian Assistant, Library Clerk, and a Library Assistant. We also have a full-time maintenance person, a part-time janitor, and 3 part-time desk clerks. Full-time staff work a 35-hour week Monday through Saturday between the hours of 9:00 AM and 8:00 PM.

This full-time position offers an excellent benefits package: health, life, eye, and dental insurance, PERF, 403b, 4 weeks of vacation, 11 paid holidays, 3 personal business days and 12 sick days per year. Salary is commensurate with experience.

Duties and Responsibilities:

- Under the general direction of the board of trustees, the library director is responsible for the planning, implementation, supervision, and evaluation of all library services, programs and day-to-day operations
- Promotes friendly, efficient and knowledgeable customer service
- Works in conjunction with the board of trustees to develop and implement library policies and initiates the preparation or update of policies for board approval
- Prepares and presents an annual budget and retains primary responsibility and oversight for all revenues and expenditures

- Ensures that library funds are expended in a manner that reflects the library's goals and is within the budget authorized by the board of trustees, and that all financial records are kept as prescribed by the State Board of Accounts
- Prepares, evaluates, and updates the Long Range Plan, Technology Plan, Computer Disaster Recovery Plan, Library Policies, and Internal Controls as needed and/or required by the Indiana State Library
- Evaluates the library collection on a regular basis to determine if weeding or augmentation of a subject area is necessary
- Evaluates databases for their usefulness to the community
- Maintains contact with Evergreen Indiana to keep abreast of changes, updates, or modifications to the ILS system
- Ensures that the building and grounds are kept in a neat and orderly manner, and that repairs, maintenance, safety, and security are evaluated and kept up on a regular basis
- Models a style of leadership that creates an atmosphere of cooperation and positive, open communication among staff members
- Oversees staff development by providing an opportunity for growth and knowledge through workshops, webinars, monthly staff meetings, and in-service education
- Evaluates working conditions, salaries, and benefits annually and makes recommendations to the board
- Creates the monthly desk schedule
- Prepares the Quarterly Newsletter
- Represents the library as a member of professional organizations and maintains a presence in the community by networking with citizens, The Whiting/Robertsdale Chamber of Commerce, and community organizations
- Attends the Shared Services meeting between the School City of Whiting, the Community Development Coordinator, and the Library
- Attends monthly Public Library Director meetings throughout District 1
- Works with the assistant director and Quality Industrial Solutions regarding maintaining and troubleshooting computer issues, and with the Indiana State Library, ENA, and AdTech for connectivity and E-Rate

Education and Experience:

This position requires five years of progressively responsible supervisory experience in a public library with an MLS or MLIS degree from an ALA-accredited graduate program as well as a Librarian Certificate Level (LC2) from the Indiana State Library

This position has a start date of January 2, 2019.

Requirements for applications include a cover letter with the applicant's management philosophy, personal goals, experience with planning, and community relations. Applications should be received no later than October 31, 2018 and include a detailed resume and contact information of five professional references. Mail to: Whiting Public Library, Attn: Rachael DeLuna, Director, 1735 Oliver St., Whiting, IN 46394

