

Stinson Memorial Public Library District
Information for Applicants
Library Director

Mission Statement

At Stinson Memorial Public Library District, we strive every day to meet the needs of our community and patrons. We are dedicated to providing exceptional library service and increasing library usage through the provision of books, materials, and services that support the education and enrichment of the community, the recreational reading needs of our community, and the indoctrination of children to the library as a lifelong learning center.

Community

The Stinson Memorial Public Library District (SMPLD) has three library sites. The main branch is located at 409 S. Main St. in Anna, Illinois the secondary locations are located at 100 S. Front St. in Cobden, Illinois and 3365 State Route 3 North in Wolf Lake, Illinois. The library district includes all of Union County with the exception of the city limits of Jonesboro and Dongola. The service population of the library district is approximately 14,000. Three high schools; Anna-Jonesboro, Cobden and Shawnee, are located within the library district. Shawnee Community College has an extension Center in Anna. John A. Logan College, Southern Illinois University at Carbondale and Southeast Missouri State University are all within 40 miles.

The area served by the SMPLD is predominately rural. Southern Illinois is a beautiful area of Illinois with the Shawnee National Forest, towering cliffs, rivers, established vineyards and wineries.

Historical Building Significance

In 1903, Anna businessman Robert Burns Stinson Walter bequeathed part of his estate to the city of Anna to fund a public library. Burley Griffin and Marion Mahony Griffin designed the building in the distinctive Prairie School architectural style. Once completed, the library opened to the public in August of 1914. Stinson Memorial Library was added to the National Register of Historic Places on June 9, 1978. For more information on the history of the library, see our website: StinsonLibrary.org/history.

Board of Trustees

The SMPLD is governed by a seven-member elected board of trustees. The Board of Trustees determines policies. Management of the library and implementation of policies is library director's responsibility, for which he or she is responsible to the Board.

Statistics

SMPLD is currently staffed by 3 full time employees and 8 part time employees. The four full time positions are Library Director, Children's Librarian, IT Coordinator, and Circulation Manager/Head of Cobden Branch. Additionally, several dedicated and well trained volunteers assist with library services.

A dedicated Friends of Stinson Memorial Library group was organized as a 501-C3 non-profit to raise funds and support the mission of the library.

SMPLD's collection consists of 42,000 volumes. SMPLD is a member of the Online Computer Library Center, the Illinois Library Association, Heartland Library System, and Sharing Heartland's Available Resources Equally. Our current automation system is Polaris (Version 6.6-Build 5470). SMPLD offers digital services through cloudLibrary and Hoopla. The library's annual budget is approximately \$300,000.

Director Responsibilities

- Works with the library board of trustees and provides administrative support to the library board
- Develops and oversees services designed to meet the needs of the district
- Develops and oversees the selection, acquisition and cataloging of library materials
- Supervises staff and volunteers
- Develops the budget and manages the library's money
- Manages the library facility
- Advocates for and promotes the library

Qualifications

A Master's in Library Science from an ALA-accredited program and three years of library experience in an administrative/supervisory capacity is preferred.

Individuals currently enrolled, or committed to enrolling in a master's program in library science within an agreed-upon timeframe will be considered. The successful candidate will have experience working in a public, school, or academic library.

A successful candidate will demonstrate excellent communication skills; emotional intelligence; the ability to promote library services to the community; and skills in grant writing and fundraising activities. The library director is expected to understand current trends, technologies, and best practices for library services.

The library director may be required to live within the library service area.

Benefits & Salary

- The benefit package includes 10 days of paid sick leave, paid vacation based on years of employment, 12 holidays, and participation in the Illinois Municipal Retirement Fund. Other benefits are negotiable.
- The salary will be commensurate with qualifications and experience.
- This is a full-time, exempt position.
- Mail the following documents to Don Burnett, Chairman of the Board of Trustees, Stinson Memorial Library, 409 S. Main Street, Anna, Illinois 62906.
 - Cover letter & resume including 3 references
 - Completed employment application
 - A statement of public library service philosophy

The employment application and complete job description may be accessed at StinsonLibrary.org/director-posting.

This position closes June 15, 2021 or until the position is filled. Qualified candidates must be able to successfully complete a job-related background investigation.

Stinson Memorial Library is an Equal Opportunity Employer.