

LIBRARY DIRECTOR



UNIVERSITY CITY
PUBLIC LIBRARY

HOME OF THE BEST READERS IN THE WORLD

UNIVERSITY CITY PUBLIC LIBRARY

**Organizational
Architecture**

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THE OPPORTUNITY

The **University City Public Library** in University City, Missouri [UCPL] is seeking a forward-thinking and collaborative leader to serve as its next **Library Director**.

UCPL has retained Organizational Architecture, Inc. to assist with this search.

ABOUT UCPL

University City Public Library was established in 1939. After outgrowing its original building, the library moved to its current location at 6701 Delmar in 1969.

In 2023, the facility underwent a complete renovation to better serve its increasingly diverse community and the evolving needs of its approximately 35,000-person service area. It continues to improve its facility with solar panels and EV charging stations being installed.

Today, UCPL offers a large collection, technology access, youth programming, senior outreach, literacy resources, meeting spaces, and community art exhibits.

Learn more [here](#).

THE UNIVERSITY CITY COMMUNITY

Located in the heart of the St. Louis metropolitan area, University City is a vibrant, diverse, and historic community known for its distinctive architecture, rich arts and culture, and strong civic identity.

The city offers an appealing blend of urban energy and residential character, with established neighborhoods, architecturally significant homes and buildings, local businesses, parks, schools, and community institutions that reflect a deep sense of pride and community.

University City is perhaps best known for the Delmar Loop, an eclectic dining, shopping, arts, and entertainment district near Washington University that features restaurants, galleries, specialty shops, music venues, public art, the St. Louis Walk of Fame, and other regional attractions. The community's creative spirit is reflected in its cultural events, historic character, diverse population, and long-standing support for arts, education, and public engagement.

The community's walkability, affordability, and proximity to St. Louis and Forest Park make it a uniquely appealing place to live, work, and build long-term roots and connections.

UCPL AT-A-GLANCE

Mission	The University City Public Library connects our diverse community with inclusive resources, technology, and opportunities for learning, discovery, and engagement.
Strategic Plan	The goals of the most recent <u>strategic plan</u> are: 1. Create young readers 2. Help residents be informed citizens 3. Celebrate diversity 4. Connect to the online world 5. Help residents make informed decisions 6. Satisfy curiosity 7. Help residents know their community and provide community resources
Staff	There are a total of 48 employees, with 15 full-time employees and 33 part-time employees.
Board	The Board of Trustees consists of nine members appointed by the University City Council for a three year term. The board bylaws are available by clicking <u>here</u> .
Budget	The operating budget is \$3,400,000.
Friends	The Friends of University City Public Library is an organization that supports UCPL with financial contributions, which: • Fund special programs for young people throughout the year • Purchase prizes for the children's Summer Reading Program • Purchase new books for both children and adults • Help defray the cost of landscaping projects • Provide honoraria for evening programs • Purchase special pieces of equipment • Promote the Adopt-a-Book program • Act as advocates for the Library
Impact	• Serves 77,639 patrons • Circulates over 289,149 materials • Hosts nearly 480 programs each year with over 10,500 attendees

THE ROLE

Library Director



SUMMARY

The Library Director serves as the chief administrator and executive head of the University City Public Library, providing overall leadership and operational management of all library services, staff, facilities, collections, public relations, and finances in accordance with policies established by the Board of Trustees.

The Library Director is tasked with nurturing positive and meaningful professional relationships with University City Public Library's Board, staff, and patrons. Also, as the chief representative and face of the library, the Library Director represents the library in the profession and community and seeks opportunities to enhance the Library's strong reputation as a vital community partner and resource.

In addition to organizing, directing, and evaluating all library functions, operations, and activities, the Library Director will honor the library's established strengths, community identity, and positive work culture while advancing new service models, technology, responsiveness to evolving community needs, and ongoing organizational improvement.

RESPONSIBILITIES AND EXPECTATIONS

- **Preparing and managing the budget** Prepares and presents the annual budget, manages expenditures and reserves throughout the year, minimizes necessary adjustments, and pursues additional funding to support library priorities and long-term sustainability.
- **Managing the staff** Maintains positive and productive staff relations, develops and consistently administers equitable personnel policies, and resolves grievances promptly, thoroughly, and fairly.
- **Professional awareness** Maintains current knowledge of library practices, service-delivery methods, technologies, and professional trends; evaluates innovations for organizational fit and cost-effectiveness; and supports staff professional development.
- **Collection development** Maintains and systematically administers collection development, selection, and weeding policies to ensure materials, services, and programs remain current, responsive to community needs, and adaptable to budget changes.
- **Implementation of board decisions** Implements and supports Board decisions promptly and effectively while exercising fair and objective judgment and modeling professional, ethical, and businesslike conduct.
- **Use of the library** Promotes library resources and services through multiple channels, within budgetary constraints, and analyzes circulation and in-house usage data to improve services, allocate resources, and increase public engagement.
- **Development of staff** Identifies and develops high-potential employees, prepares internal candidates for advancement, secures and manages professional-development funding, and implements cross-training to strengthen service continuity and staff versatility.

RESPONSIBILITIES AND EXPECTATIONS

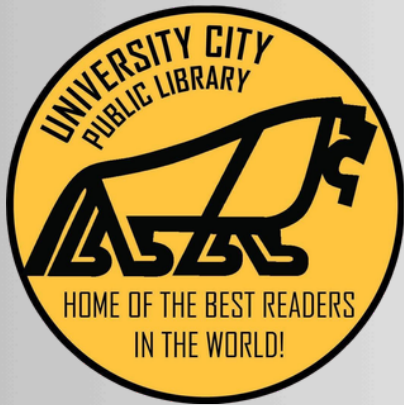
- **Utilization of staff** Clarifies professional and clerical responsibilities, deploys staff according to peak service demands, and periodically evaluates functions and positions to improve operational efficiency and service delivery.
- **Community development** Strengthens the library's visibility and community relationships by participating in organizations, events, initiatives, speaking engagements, and outreach activities across diverse segments of the population.
- **Activity in professional organizations** Participates actively in professional library organizations and assumes leadership roles when appropriate to advance the library and the profession.
- **Policy recommendations to the board** Develops necessary and timely policy recommendations based on thorough staff research and keeps Trustees informed of relevant professional developments, trends, literature, and correspondence.
- **Friends of the Library** Promotes and supports an active Friends of the Library organization, ensures ongoing staff support, and clearly defines its distinct but collaborative relationship with the Board of Trustees.
- **Maintenance and construction of physical plants** Maintains library buildings and grounds within budget, plans and communicates facility needs, and oversees construction and renovation projects to ensure functional, attractive, community-responsive facilities are completed on time and within budget.
- **Establishing priorities** Establishes forward-looking priorities aligned with the strategic plan and community needs, ensures accomplishments advance short- and long-range goals, continually updates plans, and keeps the Board informed of implementation and revisions.
- **Staff selection** Delegates hiring responsibilities appropriately, ensures efficient use of staff resources, emphasizes Equal Employment Opportunity and Affirmative Action principles, and oversees selection processes designed to identify the best-qualified candidates.

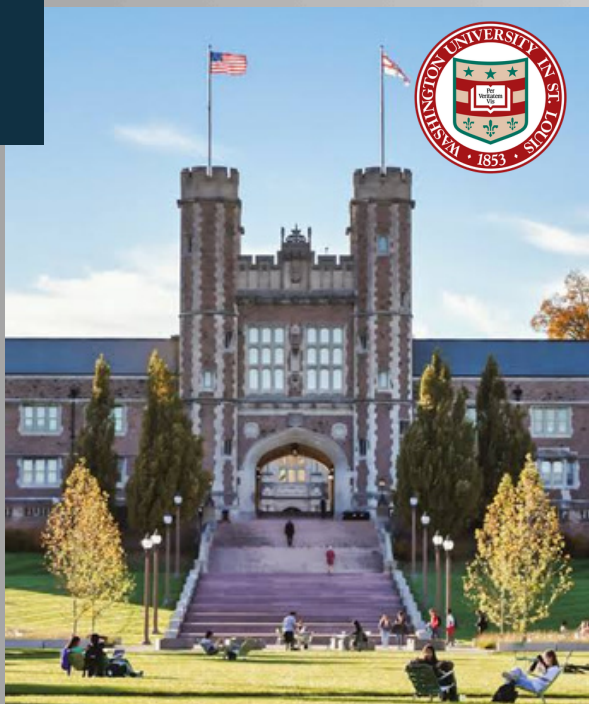


EDUCATION AND EXPERIENCE

- Five or more years of high-level public library leadership experience is required.
- Skill in all areas of library administration and operations management including staff management, fiscal operations, community relations, and facilities and collections management is required.
- Experience reporting to a Board and/or working as part of a senior management team is required.
- High professional awareness, including thorough knowledge of current trends and best practices for library service, as well as active involvement within professional library associations is required.
- Ability to serve as a thoughtful and effective advocate for public libraries, intellectual freedom, and access to information while exercising sound judgment, diplomacy, and political awareness is required.
- Strong communication and interpersonal skills, with the ability to effectively engage diverse internal and external audiences are required.
- A Master's degree in Library and Information Science [MLIS] is required.







THE SUCCESSFUL CANDIDATE WILL DEMONSTRATE THESE QUALITIES AND BEHAVIORS

- Advocacy
- Communication
- Community Engagement
- Customer Service
- Delegation
- Equity, Diversity, Inclusion
- Ethics
- Intellectual Freedom
- Leadership
- Organizational Awareness
- Patron Awareness
- Problem-Solving
- Safety and Security
- Staff Development
- Strategic Planning
- Teamwork



COMPENSATION AND BENEFITS

A generous compensation package includes a starting pay range of **\$110,000 to \$130,000**; earned time-off allowances; medical, dental, vision insurance, and life insurance. Retirement benefits include participation in the Non-Uniformed Employees Retirement Fund public pension plan.



BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Non-Uniformed Employees Retirement Fund
- Deferred Compensation Plan
- A solid commitment to continued professional development

INTERESTED? GET IN TOUCH

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