

EXECUTIVE DIRECTOR



**Organizational
Architecture**

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THE OPPORTUNITY

The Urbana Free Library is seeking a visionary leader as its next **Executive Director**.

The Urbana Free Library [TUFL] has retained [Organizational Architecture, Inc.](#) to assist with this search.

ABOUT THE URBANA FREE LIBRARY

Founded in 1874, The Urbana Free Library [has been serving the Urbana community for 150 years](#) and is one of the oldest public libraries in the state of Illinois. The Library was established when the subscription library model was popular, so the city felt compelled to be clear that the Library was **free and open to the public**. The Urbana Free Library continues to embody its original mandate to serve the public, while also evolving to serve the ever-changing needs of its patrons.

Learn more [here](#).

THE URBANA FREE LIBRARY AT-A-GLANCE

Mission	The mission of The Urbana Free Library is We encourage learning and enrich lives by providing access to diverse resources and programs.
Budget	The Library's FY2025 budget is approximately \$5.3 million.
Locations	The 54,000 square foot Main Library and Champaign County Historical Archives are co-located in the same building, which was built in 1917. The last major expansion was in 2005, and a renovation of the first floor is underway now.
Staff Size	In this role you will oversee two divisions: Patron Services [Public Services, Community Engagement, Champaign County Historical Archives] and Operations [Collections, IT, Facilities, HR]. There are approximately 70 employees.
Community	<p>The City of Urbana boasts an outstanding quality of life and low cost of living. Due to its natural assets and college setting, Urbana offers residents a metropolitan feel with small-town charm. The highly ranked school districts, park district, cultural amenities, and award-winning mass transit district also highlight the community's dedication to excellence.</p> <p>The University of Illinois at Urbana-Champaign has been recognized as the top-ranked MLIS degree program in the country since 1996.</p>
Populations Served	Urbana [population 38,200] is located in the heart of Champaign County in east central Illinois.
Patron use	In 2023 The Urbana Free Library had 207,300 visitors and circulated 588,500 materials to patrons.

THE ROLE

Executive Director



SUMMARY

The Executive Director provides dynamic leadership and performs highly responsible administrative work with significant autonomy to achieve goals aligned with the Library's Mission and Vision Statements and Strategic Plan [see the current strategic plan [here](#)].

The Executive Director develops and maintains Library functions directed to the needs of the diverse community throughout the service area.

This role involves strategic planning; budget and policy recommendation; and the organization, direction, and evaluation of all Library staff functions, operations, and activities.



RESPONSIBILITIES AND EXPECTATIONS

General Library Administration

- Oversees all aspects of Library administration, fostering a safe, patron-centered culture.
- Represents the Library at City of Urbana Department Head meetings and coordinates activities with the City.
- Serves as ex officio member on The Urbana Free Library Foundation and Friends boards.
- Guides improvements in offerings and facilities, including renovations and potential expansion, using Library plans.
- Leads with empathy, communication, and teamwork, while remaining adaptable and committed to lifelong learning.
- Performs other duties as assigned by the Library Board of Trustees.

Personnel

- Cultivates a supportive, diverse workplace and promotes staff retention through recruitment, training, and management.
- Supervises Associate Directors and Managers directly.
- Encourages staff contributions to enhance Library services, facilities, and collections.

Finance

- Manages Library finances to optimize resources, budget, and sustainability.
- Collaborates with Foundation and Friends groups on fundraising and seeks additional funding opportunities, including grants.

Library Board of Trustees

- Supports and advises the Board in planning, policy, and budget implementation.
- Assists with Board member recruitment and training.
- Acts as a liaison between the Board and staff to ensure smooth operations.

Communication

- Communicates the Library's vision clearly and aligns it with community needs.
- Represents the Library to the public, press, and professional communities.
- Leads outreach and public relations efforts.
- Engages with local, state, and peer institutions.

Additional Duties

- Engages in professional organizations and continuing education to stay current.
- Attends workshops and conferences to develop skills and build professional networks.
- Closely collaborates with the Library's Foundation and Friends of the Library organizations.



EDUCATION AND EXPERIENCE

The ideal applicant will possess:

- A Master's degree in Library and Information Science [MLIS] is required.
- Five years of progressively responsible library managerial experience, including at least three years of supervisory experience, is required.
- Experience collaborating and partnering with trustees, civic/community partners, local businesses, and other key stakeholders is required.
- Experience leading projects and teams to enhance facilities, collections, programs, services, and team members is required.
- Bilingual language skills [especially Spanish, French, or Chinese] are preferred.
- Experience working collaboratively in a union environment and in collective bargaining is preferred.





THE SUCCESSFUL CANDIDATE WILL POSSESS THESE QUALITIES AND SKILLS

- Advocacy and networking
- Advocacy for intellectual freedom
- Adaptability and flexibility
- Collaborative mindset
- Community engagement
- Commitment to diversity, equity, and inclusion
- Effective leadership and management
- Empathetic and approachable
- Facilities management
- Financial and budgetary acumen
- Fundraising and donor relations
- High emotional intelligence
- Policy development and implementation
- Problem-solving and decision-making
- Project and program management
- Public relations and outreach
- Staff development and mentorship
- Strategic and innovative thinker
- Strong communication skills
- Technological proficiency



COMPENSATION AND BENEFITS

A generous compensation package includes competitive base pay with a pay range of \$115,000 to \$135,000; healthcare benefits including medical, dental, and vision; retirement benefits include participation in the Illinois Municipal Retirement Fund [IMRF] public pension plan.



BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Paid Leave for All Workers
- Life insurance
- IMRF, Roth IRA, and IRS Section 457 retirement plans
- A solid commitment to continued professional development
- Find out more about the benefits offered [here](#).

**INTERESTED?
GET IN TOUCH**

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