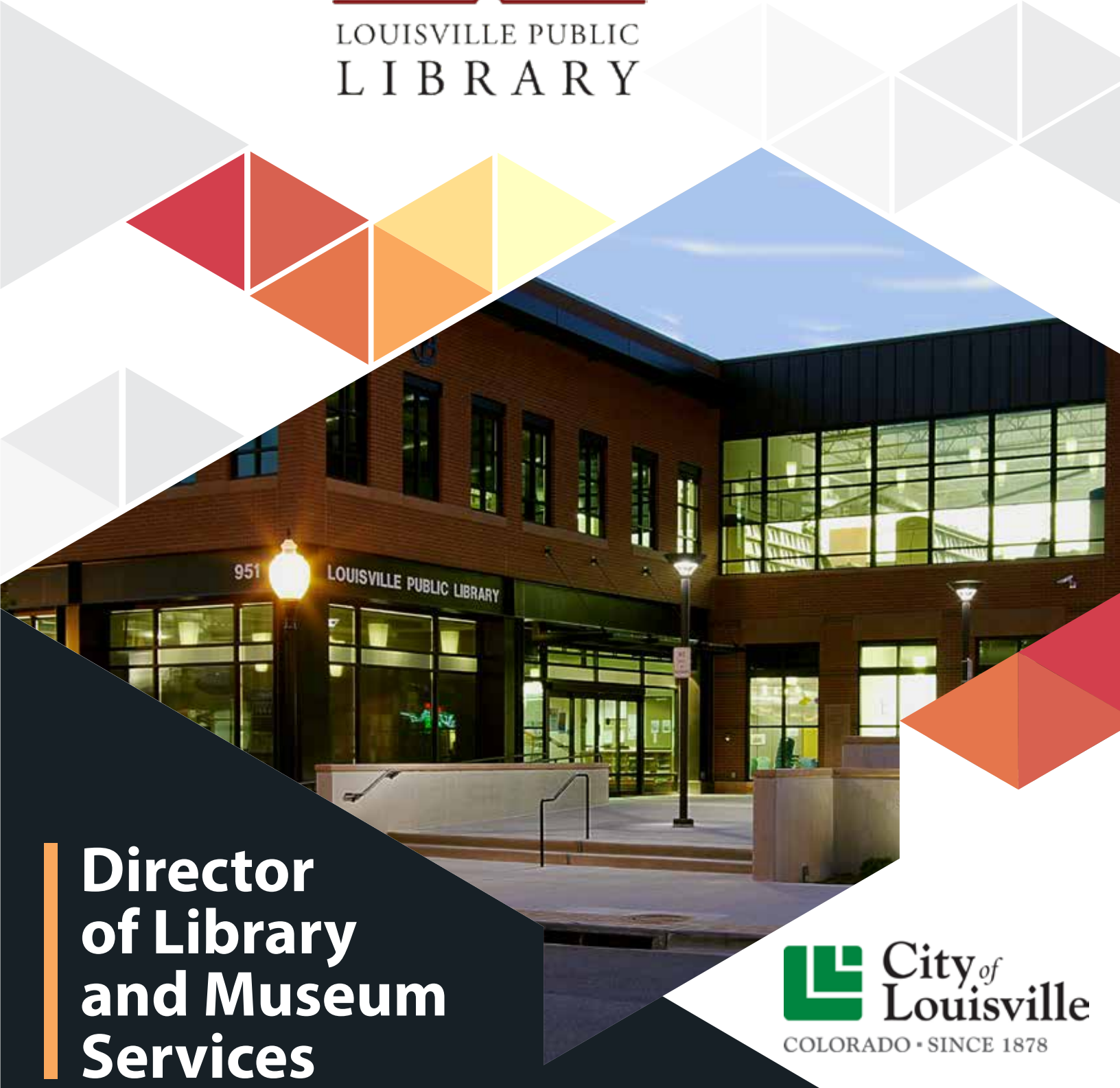




LOUISVILLE PUBLIC
LIBRARY



Director of Library and Museum Services

 **City of
Louisville**
COLORADO • SINCE 1878

This is an exceptional opportunity for a collaborative and visionary leader to join an engaged community in championing a state-of-the-art library and historical collection, in partnership with a talented and committed staff.



MISSION

The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve.

BECOME PART OF A COMMUNITY

Established in 1878, Louisville retains connections to its modest mining and agricultural beginnings while continuing to transform into one of the most livable, innovative, and economically diverse communities in the United States. Covering nine square miles, Louisville has a population of 20,570 residents and is in Boulder County, about six miles east of Boulder and a short commute northwest of Downtown Denver. Louisville boasts a population where 73% of residents possess a college degree, contributing to a median household income of \$92,844.

The City owns, either alone or in conjunction with other governmental entities, approximately 1,700 acres of designated open space. Throughout the community, there are also 29 parks and over 32 miles of interconnecting trails for biking and hiking. These neighborhood trails connect Louisville to a larger network of trails along U.S. Highway 36 and other major regional roadways enabling residents to savor the natural beauty of the entire northern metro area within minutes.

In addition to abundant outdoor recreational opportunities, Louisville residents have access

to arts and culture, sports, great restaurants, and the state's third highest ranked school district. Residents and visitors experience a vibrant, authentic Main Street experience that includes extensive outdoor dining; a thriving craft beer industry; Bon Appetit magazine's best new bakery; a historical museum; landmarked homes and public buildings; art galleries and boutiques; an in-season farmers market; live music venues; and a state-of-the-art library. Community events are numerous and fun, including assorted 5K and 10K runs, bike races, outdoor music concerts, art walks, and seasonal festivals.

The proximity to The University of Colorado and the Colorado School of Mines as well as several national laboratories, including NOAA, NIST, and NCAR, has spawned a robust high-tech business and manufacturing presence in Louisville's Colorado Tech Center, a master planned business park. Occupants of the CTC can work on the nation's next space shuttle, exercise at the nearby climbing gym, and then enjoy a craft brew down the street. Named one of Money Magazine's "Best Places to Live" in 2009, 2011, 2013, 2015 and 2017, Louisville has also been declared one of the "20 Safest Places to Live in Colorado" by Elite Personal Finance and among the "10 Best Towns for Families in the U.S." by Family Circle Magazine.

THE LIBRARY

The Louisville Public Library has been described as the heart of the city. This vibrant and accessible library thrives in the center of downtown Louisville and serves as a vital cornerstone of the community. The Library provides a variety of services and programs in addition to the traditional service of lending books. Over the years the range and scope of services has grown and continues to grow as technology and community needs change. Through an intergovernmental agreement, the Louisville Public Library also provides services to the neighboring and thriving town of Superior.

The Library offers a variety of excellent services and programs designed to engage members of both communities, including early literacy, an active Kids Space, teen services, and a broad collection of books, eBooks, media, and magazines to meet a variety of needs. The Library also loans a variety of non-traditional items such as microscopes, telescopes, GoPro, and DSLR cameras. Services include adult computer training, book discussion groups, free homebound delivery, student tutoring, the Talking Book Library, a coding club for girls, and partnerships with local businesses. Makerspace is one of the Library's innovative programs offering a creative space where people can collaborate



on projects and share tools they may not be able to afford on their own. It's a great place to meet people and share knowledge. The Library's goals are to build community, promote literacy, spark imagination and learning, foster technological proficiency, and preserve and promote our community's past.



Library Highlights (2017)

- » 230,884 visitors
- » 464,558 items checked out
- » 30,000,000 items available for checkout in the Prospector catalog
- » 635 children's programs and events
- » 21,742 program attendees
- » 98% of Louisville residents rating library service as "Good" or "Excellent"

The mission of the Louisville Historical Museum is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day, with special emphasis on the coal mining period from 1877-1955.

THE DIRECTOR OF LIBRARY AND MUSEUM SERVICES

Under the general direction of the City Manager and in collaboration with the Library Board of Trustees and the Louisville Historic Commission, the Director plans, coordinates, and directs the overall programming, activities, and systems of both the Library and the Museum including developing, implementing, administering, and overseeing policies, procedures, programs, collections, and exhibits in support of the organization's mission, vision, and values. The Library and Museum function as two separate divisions with individual budgets. The Director will be responsible for oversight of both budgets, \$1,586,730 and \$192,870 respectively, as well as supervision of 31 FTE including 5 direct reports.

Key areas of responsibility include:

Community Relations: Serves as a champion for the Library and Museum and inspires support through effective relationship building and active participation in the community.

Development Initiatives: Actively engages in advocacy for the Library and Museum and supports development efforts, capital projects, and fundraising initiatives.

Culture: Guides the Library and Museum in meeting the City's mission, vision, and values in concert with the Library and Museum's vision, mission and strategic goals. Provides leadership by leading a talented and committed staff in maintaining a culture of excellence.

Finance: Transparently develops departmental budget requests and administers approved budget to ensure appropriate controls and accountability.

Strategic Leadership: Managing change and ambiguity to provide direction while building ownership and alignment with the organization, the City, and the community.

Characteristics of the Ideal Candidate

- » Active and collaborative member of the City's Management Team;
- » A library and museum champion capable of inspiring and advocating for an engaged community and a committed staff;
- » Relationship builder and effective communicator able to work collaboratively with the City Council, Board of Trustees, Historical Commission, staff, and other key stakeholders to achieve the Library and Museum's mission;
- » A politically savvy administrator capable of furthering a strategic plan and leading capital improvement projects;
- » Collaborative, creative, and empathetic director who supports a high-performing team with respect and openness;
- » Demonstrated record of effective fiscal management and budgetary planning;
- » Strategic thinker capable of creating and supporting an environment where excellence and innovation can thrive;
- » Visionary leader with knowledge of current trends, technology, and best practices in libraries and museums, with a track record of mentoring and developing staff;
- » A forward-thinking problem solver with a positive track record of identifying and implementing innovative technologies;
- » Team player with a community focus capable of effectively multi-tasking and leading in a fast-paced environment;
- » Committed to respectful and responsive customer service.

THE MUSEUM

At the Louisville Historical Museum complex, visitors can tour three buildings that were constructed between 1903 and 1908. All are listed on the Louisville Register of Historic Places. These include the Jacoe Store, the Tomeo House, and the Jordinelli House.

The main building, historically known as the Jacoe Store, features a variety of artifacts and historic photographs that reflect the settlement and industry of Louisville, such as coal mining artifacts and the 1920s-era painted theatre curtain from the Rex Theatre on Main Street. This building was placed on the National Register of Historic Places because of its architecture and association with commercial development in Louisville. The Museum offers a variety of programs including First Friday Art Walks, historic walking tours, brown bag discussions, and a variety of historical exhibits. With support from the City Council, there is potential for development of a new museum facility soon.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Wednesday, August 15, 2018**. Résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: <https://secure.cpshr.us/escandidate/JobDetail?ID=369>

For additional information about this position please contact:



Gloria M. Timmons
CPS HR Consulting
Tel: 916.471.3461

E-mail: gtimmons@cpshr.us
Website: www.cpshr.us/search

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.

- » Retirement: A 401(a) plan with a required 5% contribution and an employer match of 5.5%. Optional 457 plan and Roth IRA plan also available;
- » Basic Life and ADD insurance offered at 2.5x annual salary up to a maximum of \$300,000;
- » Vision insurance offered through VSP with a no premium option for employee only coverage;
- » Personal Leave Bank (PLB) offers paid time away from scheduled work for vacation, sick days, holiday observances, personal business, and the first 40 hours of scheduled working hours of FMLA. Accruals are based on years of service and increase at the 3, 5, 10, and 15-year mark;
- » Short and Long-Term Disability: Short-term disability coverage is 100% paid by the City and offers a benefit of up to 67% of your weekly earnings up to a maximum of \$950 per week after one-year of service. Long-term disability coverage is 100% paid by the City and offers a benefit of 60% of your monthly earnings up to a maximum of \$7,000 per month after one-year of service.

MINIMUM QUALIFICATIONS

Completion of a Master's degree program at an American Library Association accredited college or university with major coursework in Library Science and Museum Studies (or Anthropology), and a minimum of seven years of increasingly responsible experience in professional public library administration that included oversight of museum services. Experience must also have included at least five years of management and supervisory experience. Hands-on experience in both museum and library activities is preferred, as is experience working with a historical library collection. ALA certification as a Certified Public Library Administrator is also preferred.

COMPENSATION AND BENEFITS

The annual salary for this position is **\$103,188 - \$153,504**. Salary is complemented by an attractive benefits package including:

- » Medical insurance offered through Kaiser Permanente with three plans to choose from: deductible HMO, high deductible health plan (no premium and a health savings account option), and a triple option point-of-service (POS) plan;
- » Dental insurance offered through Delta Dental featuring the Dental PPO+ Premier Network benefit;

