

## **The Opportunity**

Tremont District Library is seeking an energetic, dynamic leader to serve as their next Director. The Director reports directly to a Board of Trustees and oversees nine part-time and two full-time staff. The Director is responsible for the administration of the library building and all library operations. In addition to serving patrons, the Director will foster community involvement and cooperation, run adult programming, oversee financial management (budget approximately \$450,000), and lead staff training and growth.



## **About the Library and Community**

Tremont District Library has a rich history and serves a district population of 4,937. It was founded in 1917 and is located in Tremont's vibrant downtown. The library is a beautiful historical building and has an especially wonderful, modern children's area. The building was refreshed in 2022 with new carpet, paint, and exterior upgrades.

The mission of the Tremont District Library is to advance literacy, inspire curiosity, and promote lifelong learning in a welcoming, community-centered facility. The library itself has evolved over the years to meet the needs of its community and offers a wide variety of programming from birth to adult. The Library enjoys strong relationships with civic organizations in town, as well as the town and schools.

Tremont, known for our annual Tremont Turkey Festival, is a small, welcoming town located in Tazewell County in the heart of Illinois. With a strong community spirit and high quality of life, Tremont offers a blend of small-town charm and modern amenities that make it an attractive place for families and professionals. Residents enjoy access to a variety of local amenities, including shops, restaurants, and healthcare services. The town's central location also allows for easy access to larger cities nearby, offering additional dining, shopping, and entertainment options.

The Library is led by a 7-member elected Board of Trustees with a long history of serving from a sense of service and love of the Library. The motivated staff is dedicated to their community and beloved by their patrons.

## **Qualifications**

MLS from an ALA accredited school or comparable experience. Three years experience in a public library including one year with supervisory and managerial responsibilities.

The successful candidate must possess the discipline to manage competing priorities, the emotional intelligence to support the team, and the ability to build and maintain relationships with community organizations and their leaders. They will be the face of the Library in the community and they will provide the proper setting for recruiting and developing staff that mirrors the community. Top-notch communication skills are required.

## **Compensation**

This is a full-time, exempt position with a starting annual salary of \$45,000 - \$55,000, based on qualifications and experiences. The Library also offers a generous benefits package including paid vacation time and sick leave, health insurance, and participation in the Illinois Municipal Retirement Fund.

Please apply by sending a thoughtful cover letter, a concise resume, and a minimum of 3 professional references—all in PDF format—to [TremontLibrary.Board@gmail.com](mailto:TremontLibrary.Board@gmail.com)

For a full job description, visit [Tremont Library Website](#), [Library Director Job Description](#).