

Library Director

CLEARVIEW LIBRARY DISTRICT, WINDSOR CO

APPLICATIONS DUE: MARCH 3, 2024



The District

The Clearview Library District is made up of three distinctive “front range” communities, West Greeley, Severance, and the Town of Windsor, that all reflect the beauty and outdoor adventure that are hallmarks of Colorado life. The area is located on the high plains of Colorado, approximately an hour from the Rocky Mountains, and the panoramic views are majestic. West Greeley is a vibrant neighborhood in Greeley, with over 9,000 residents in primarily affordable single-family homes. The City of Greeley is considered the fastest-growing city in Colorado and the area has strong economic prospects, tourism, and relocation opportunities. The West Greeley neighborhoods are family-friendly, safe,

and welcoming. Severance is a home rule town with a population of approximately 10,602 located in the Colorado Eastern Plains, northwest of Greeley and ten miles from Fort Collins.



The Town of Windsor is the largest community in the library district with a population of 42,480. These communities were historically rich agricultural areas that grew to successful agribusiness with the development of the railroad. Today the area has many thriving industrial, natural resources, agricultural, and high-tech businesses.

The Library District map mirrors the Weld RE-4 School District, known for quality education and innovative programs. The School District consistently outperforms the state average on standardized tests and the graduation rate is among the highest in Colorado. The three communities are highly engaged in supporting the school district through five neighborhood elementary schools (two more are under construction), two middle schools (one more under construction), two high schools, (located in Windsor and in Severance), along with two charter schools.

Outdoor recreation is a big attraction to the growing population of Colorado. Beautiful lakes, hiking trails, biking, wildlife experiences, and wide-open spaces make living in Colorado

communities the choice for families and young professionals alike. The area is particularly known for bird watching at the



Windsor Reservoir along the Colorado Birding Trail. The Poudre River Trail highlights the historical sites, natural resources of the area, and beautiful Northern Colorado vistas from Grove Regional Park in Greeley to the Colorado Highway 392 in Windsor.

Youth sports of baseball, basketball, football, and more are offered by the Community Recreation Center to encourage sports participation alongside the competitive high school sports programs. The Arts and Heritage Center, The Centennial Village Museum, the Colorado Model Railroad Museum, the Windsor-Severance Fire Museum, and cultural events abound to celebrate the history, art, and culture of the communities. Proximity to Boulder, Denver, and Fort Collins enables these three communities to maintain a small-town quality of life with big-city airports, healthcare, and employment close at hand.

The Eagles, a minor league hockey team, hosts sold-out crowds, and minor league baseball, the Owls, and soccer, the Hailstorms, offer great entertainment for local sports fans. If you follow professional sports, Denver, only 60 miles away, is the home of the Denver Broncos, Denver Nuggets, Colorado Avalanche, and Colorado Rockies.

For more information, please visit: www.windsorchamber.net



The Clearview Library District

The Windsor Library was the first library opened as a public library as a response by the Windsor Improvement Club to community needs. In 1922 the Town of Windsor accepted the library property and financial responsibility for the library and its first library tax levy provided the funds. The library experienced relocation and financial challenges over the next decade despite the public enthusiasm and the dedication of the Library Director, Iola Ray Branch, who served a remarkable tenure from 1923 to 1960. In the decade from 1970 to 1980, the town experienced a 174 percent growth rate in population and the library tripled its circulation. In 1985, a decision was made to

form the Windsor-Severance Library District and to hold a dedicated library district tax levy, separate from the town.

The new Library District continued to see growth in usage fueled by the new library building and the introduction of computer access. A 13,000-square-foot library was opened in 1997 to support new services and the ongoing growth of the community. The library renovated the Windsor Severance Library on 3rd Street in 2008-2009 to increase the square footage to 17,500. In 2010, the District acquired the bookmobile to ensure access to library materials and the bookmobile continues to service the District today.

The library purchased 5.76 acres of land on Main Street in Windsor in 2016 to build a regional library. While the library still owns the land, the voters have not yet supported a levy increase to fund the project. The library purchased and remodeled a building for a separate Administrative Services Center occupied in late 2022, renovated the Windsor Severance Library in 2023, and broke ground in May 2023 on a 10,000-square-foot branch library at 5 Timber Ridge Parkway in the Town of Severance, anticipated to open spring of 2024.





The library today is the hub of activity for community members. The services from 3D printing to tech support and STEM programming, make the library an essential place for technology needs and learning. The library's rich collection features video games, library-of-things "Explore Kits", along with other diverse materials. Programming includes early literacy services, book clubs, and classes that ensure the library's place as a center of lifelong learning and social interaction.

The Bookmobile, a mini library on wheels, travels to scheduled stops in all three Library District communities, and "lobby stops" in local assisted living facilities deliver strong outreach services to the community.

To learn more, please visit:

www.Clearviewlibrary.org

<https://clearviewlibrary.org/about-us/values-priorities/strategic-plan>

<https://clearviewlibrary.org/about-us/learn-more/facilities-plan>

Governance

The Clearview Library District is governed by a five-member Board of Trustees that sets district policy, oversees finances, and hires a library director to handle the operation of the District.



The Position

Under the direction of the Library's Board of Trustees, the Director provides strategic leadership for the Clearview Library District. The Director functions with considerable latitude within the policy framework set by the Board.

Additional information about the position can be found in the [Job Description](#).

Ideal Library Director

To be successful in this position, you will need to be:

A respected Administrator

- Demonstrates highly effective financial, administrative, and operational management skills.
- Demonstrates unquestionable integrity and high ethical standards.
- Engages with staff and empowers them with the authority and resources to carry out their responsibilities.
- Fosters a creative and collaborative environment where excellence, innovation, and collaborative teamwork can thrive among multiple branches and buildings.
- Applies appropriate technologies in the delivery of library service.
- Ensures that library facilities and grounds are attractive, safe, welcoming, and comfortable for all to use.
- Exhibits a commitment to the core values of the library profession.



By the Numbers

42,908	Population served
\$8,903,130	Annual operating budget (Proposed 2024)
30 (2022)	FTE STAFF
52,691	Volumes owned
145,161	Library visits (2022)
475	Number of programs (2022)
49	Children
92	Teen
25	Adult
	All Ages
10,770	Program Attendance (2022)
361	Children
1,987	Teen
1,566	Adult
	All Ages
3 and a bookmobile, includes an administrative building and a branch under construction scheduled to open in 2024.	Number of Facilities



Our Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

An Effective Communicator

- Provides timely, accurate, and relevant information on critical issues to the Board of Trustees, library staff, The Friends and Foundation, community partners, and the public.
- Serves as an eloquent, passionate, and visible library spokesperson advocating for the library, the services it provides, and the constituencies it serves.
- Communicates with community residents, library customers, and library staff with openness, responsiveness, and humility.
- Uses effective communication skills to enhance and encourage open dialog when working with individuals, small groups, or large gatherings.
- Is an attentive and respectful listener.
- Has a sense of humor and uses it appropriately.

A Community Partner

- Has a track record of responsiveness to community residents, library users, and library staff.
- Shows genuine commitment to equity, diversity, and inclusion.
- Develops relationships based on dependability and honesty.
- Demonstrates political acumen and effectiveness in a non-partisan manner.
- Supports the Clearview Library District Friends and Foundations and participates in their events.
- Is active in professional and civic organizations.

A Strategic Thinker

- Maintains an awareness of local, state, and national issues and their potential impact on library governance, funding, and services.
- Thinks strategically and creatively, makes sound decisions under
- pressure.
- Demonstrates strong analytical skills and applies them to planning and problem-solving.
- Excels in short-range and long-range planning as well as plan implementation.
- Makes wise, fair, and timely decisions based on solid facts.
- Understands and consistently uses effective measurement and evaluation methods to improve library operations and services for community residents.

An Innovative and Visionary Leader

- Collaborates with the Board of Trustees, library staff, and key stakeholders throughout the community to develop and implement a compelling vision of an innovative and responsive public library, with services and programs that meet community needs and interests.
- Promotes change and achieves buy-in by presenting information and fostering discussion that helps those with diverse interests reach consensus.
- Exhibits intellectual curiosity and demonstrates a commitment to personal lifelong learning.
- Has a knowledge of current trends and best practices in public library service.



Looking Ahead

- Monitor progress on the Facilities Plan and when appropriate, propose a process to update it.
- Provide leadership for the development and implementation of a community needs assessment.
- Review staff allocations, policies, and procedures to ensure that the new branch in Severance provides quality library service.

Qualifications

Qualified candidates will have a Master's in Library Science, or equivalent, from an American Library Association (ALA) accredited institution and have five years of supervisory and management experience with increasing levels of responsibility.

Highly qualified candidates will have:

- Experience in a multi-branch system
- Managerial or administrative experience working in a library district including the development and monitoring of operating and capital budgets.

Other combinations of education and experience which provide the necessary skills and knowledge may be considered.

Compensation & Benefits:

The District will offer an attractive and competitive salary, negotiable from \$121,300, commensurate with the qualifications and experience of the selected candidate.

In addition, a robust benefits package will be provided that includes annually:

- 5 weeks vacation
- 4 floating holidays
- 7 paid holidays
- 2 personal days
- 12 sick days
- Paid life insurance
- Paid disability insurance
- Fully paid health, dental, and vision insurance for the employee and 25% health insurance for spouse and children
- Wellness benefit



Selection Process and Timeline

The Board of Trustees has engaged the executive search firm June Garcia, LLC to assist with this recruitment. Sari Feldman will also be working with Ms. Garcia and the Board of Trustees on this recruitment.

Initial review and evaluation of candidates will be conducted by the Search Committee, June Garcia, and Sari Feldman upon receipt of completed materials.

The Screening Interviews will be conducted by the Search Committee using Zoom or similar technology. It is anticipated that each interview will last 45-50 minutes.

The final interview process will be conducted onsite in Windsor, Colorado. It is anticipated that it will consist of a variety of activities held over two days, which will include a tour of the library facilities, meet and greet sessions with library staff and community stakeholders, and a formal interview by the Board of Trustees.

The Board of Trustees intends to keep the names of the applicants confidential. However, the names of the finalists will be released a few days before the final interviews to comply with Colorado Open Meetings law.



The following timeline, subject to change, has been established:

Applications due: March 3, 2024

Screening interviews: Week of March 18-22, 2024

Final interviews: April 19-20, 2024

Inquiries are welcome and should be directed to either of the library consultants assisting with the recruitment process:

June Garcia
June@JuneGarcia.com
303 522-2225

Sari Feldman
sarifeldman29@gmail.com
216 632-3214

An offer of employment will be contingent upon clear results of a thorough background check. Prior authorization of the preferred finalist will be obtained prior to initiating the process.

How to Apply

To apply, please electronically forward a compelling letter of interest, a resume, and contact information for a minimum of three work-related references to June@JuneGarcia.com

Applications are due by midnight Sunday, March 3, 2024.

Rendering - Opening 2024

