

**Chief Executive
Officer/
Chief Librarian
Search
2010**

**WINDSOR
PUBLIC LIBRARY**

THE LIBRARY

Since 1894, the Windsor Public Library has been a meeting place for people, ideas, learning and culture. Each year over one million people visit the Windsor Public Library to borrow books, CD's, cassettes, videos, talking books, and electronic books, as well as reference materials. Children, adults, seniors, and the business community...all Windsorites benefit from the wide range of information available at the Windsor Public Library.

At present, Windsor Public Library consists of nine branch libraries and a central library, totaling 160,000 sq. feet of system space. Programs, services and collections include materials in 20 languages, children's March Break and Summer Programs, story times, Extension Services to the homebound, large print materials, Internet services, newspapers, magazines, CD-ROM's, cassettes, educational videos, business directories and much more. The Windsor Public Library has been and will continue to be an important community resource of ideas and information. The Windsor Public Library continues to grow and change to meet the educational and recreational needs of the community. Partnerships have been forged with the local School Boards to link all library catalogues in the Windsor area. As well, computer workstations are available at each branch to ensure that every citizen has the ability to access the latest technology and information.

Currently 55% of the population of Windsor uses its local library to access these services and collections. In a recent survey conducted in Windsor, citizens ranked their public library as one of the top five most important resources (after the Fire Department and Ambulance Services) in the community. This is not surprising considering the innovative and award-winning programs offered by the Windsor Public Library to our community.

ANNUAL SNAPSHOT OF WINDSOR PUBLIC LIBRARY	
Full-Time/Part-Time Staff	180
Budget	\$9 million
Circulation	1,393,211
Resources/Materials in use	532,913
Computers accessed	227,100
Databases accessed	318,800
Reference questions	109,850
Visits in person	913,850
Electronic visits	329,100
Program attendance	11,010
Hits to website	15,866,257
Web pages viewed	814,249
Web files accessed	10,060,893
Wireless Connections	15,050

THE COMMUNITY

Located at the heart of North America, Windsor is a dynamic urban centre with a diverse economy. It is driven by outstanding transportation infrastructure, internationally renowned educational institutions, as well as a skilled workforce with a strong work ethic. Key industries include Advanced Manufacturing Technologies, R&D and Engineering, Agri-Business and Food Processing, Education and Tourism.

Our southern Ontario location, bordered by Lake Erie, Lake St. Clair, and the Detroit River, produces a temperate climate ideal for year-round recreational activities and a pleasant lifestyle. With only 212 people per square mile you can choose the city life, the suburbs, or a quaint country town, and relax on a short commute between the office and home. Enjoy safe, secure communities, a high standard of living and a Region focused on leading healthcare specialists and facilities. The area is overflowing with cultural events, festivals, world-renowned entertainment and thanks to our Detroit neighbours, major league sports action.

The region has some of the most stable and affordable housing of any region its size in Ontario. The market has something to offer to both buyers and sellers alike. Ongoing low interest rates continue to persuade first time buyers to enter the market. The average Windsor-Essex home can be purchased at less than half of the price of an average home in nearby Toronto.

Windsor enjoys the warmest climate of any of Ontario's cities. The area is actually located at the same latitude as Northern California, and enjoys seven months of short-sleeve weather. The average temperature reaches above 10°C 223 days of the year.

Residents and visitors derive pleasure from stunning waterfront views along the Detroit River, the only designated International Heritage River, and along Lakes St. Clair and Erie. Rural roads lead to small towns, beautiful beaches and unique communities offering the quiet of nature, award-winning wineries, or a glimpse back in time. Nearby Point Pelee National Park, the southernmost point in mainland Canada, draws bird watchers from around the globe.

There are over 15 museums and galleries in the Windsor-Essex Region, along with the prestigious Odette Sculpture Park located on Windsor's waterfront. Performing arts are showcased at the St. Clair Centre for the Arts and the newly expanded Caesars Windsor, along with many smaller venues such as the historic Mackenzie Hall.

CEO/CHIEF LIBRARIAN

THE POSITION:

Operating under a seven-member community board with representation from municipal council and the community, the CEO/Chief Librarian is accountable for the operation of Windsor Public Library. Serving also as board secretary and treasurer, the incumbent is responsible for implementing the board's policies, the strategic plan, annual operating plans and budgets, and in assisting the board with its own development and growth.

The incumbent is responsible for all aspects of financial and human resources, and facilities management. The new CEO/Chief Librarian will be expected to champion the work of staff, foster open communication, while providing leadership and motivation. The CEO/Chief Librarian will assess the strengths and development needs of the staff, encouraging and empowering employees to achieve. Additionally, the successful candidate should be committed to community involvement and development, having demonstrated community engagement in their own lives and interests.

As the main link between the library and the community, the new CEO/Chief Librarian will be focused both internally and externally. He or she will ensure the maintenance of a solid infrastructure including facilities, funding and staff, collections, and programs. He or she will also maintain and nurture existing community relationships and partnerships, develop new ones, and promote the library at all opportunities.

THE CHALLENGES:

Throughout the summer and fall of 2009, the Windsor Public Library Board, City Council, administration, stakeholders and various invited resources - with the assistance of a consultant - worked toward creating a Strategic Plan for Windsor Public Library.

Participants in the process carefully examined the environment in which WPL operates and identified issues and trends relevant to the organization. These were then combined with a review of library strengths and weaknesses, opportunities and threats. This information provided a basis to determine what strategic directions to take, who should undertake them and how the results should be measured.

It is anticipated that the Windsor Public Library Strategic Plan will be finalized and adopted in the spring of 2010.

Some key success factors for the new CEO/Chief Librarian will be:

- A stable and effective working relationship with all levels of government
- A sustainable and accountable funding model
- Programs and services which reflect community need and financial reality
- A stable and effective administrative model
- A developed, challenged and nurtured staff
- Growth in membership and usage
- A Facilities Master Plan

CEO/CHIEF LIBRARIAN

THE CANDIDATE:

The position will be of interest to those with a clear vision of library service in today's context. Specifically, the position will appeal to those who:

- have professional library training and credibility within the profession
- have progressive management experience in a medium-to-large public library system
- are leaders with the enthusiasm and skill to motivate and develop staff
- are committed to developing new sources of funding
- are skilled communicators and negotiators, both internally and externally
- are politically astute and understand the relationship with municipal council and staff
- are prepared to act as the 'public face' of the library, presenting the WPL Strategic Plan to the community
- possess the ability to promote an organizational culture of quality customer service and enable staff to achieve continuous improvement of services
- have experience working through change, resolving conflict, and working in a team environment
- excel in collaboration, grant writing, written and oral communication skills, and advocacy
- can develop progressive and proactive labour/employee relations in a unionized setting
- possess a strong understanding of library principles and practices and demonstrated skill in evaluating outcomes.
- have a knowledge of and experience with current principles, practices, and procedures relating to the operations of library services within a medium-to-large public library environment

It is strongly preferred that the successful candidate possess a Master's Degree in Library and Information Science.

COMPENSATION:

The Windsor Public Library offers a competitive salary for a library system of its size. The 2010 salary range is \$110,644 to \$134,489. In addition, the library offers a comprehensive benefits plan, and participates in the OMERS pension plan.

CEO/CHIEF LIBRARIAN

FOR ADDITIONAL INFORMATION:

For further information about Windsor, please consult the city's website at www.citywindsor.ca.

For more information about the position, the selection process and the schedule, please contact:

Councillor Alan Halberstadt
Chair, CEO Search Committee, Windsor Public Library Board

519-973-8323
ahalberstadt@city.windsor.on.ca

APPLICATION PROCEDURE:

To apply for this position, please prepare a results oriented resume outlining your achievements and listing your previous positions. Your covering letter should address your interest in Windsor Public Library and the contribution you could make to the community. Please submit applications electronically (Microsoft Word or PDF) to JOBS@WPLBOARD.CA by 5 p.m., March 8, 2010.

Interest in the position is sincerely appreciated, however only those applicants to be interviewed will be contacted. Interviews are scheduled for the week of March 22, 2010 in Windsor.

The library board plans to announce its decision in mid-April 2010.