

**ROLLING MEADOWS LIBRARY**  
**Job Description**

**Job Title:**            **Library Executive Director**  
**Department:**        **Administration**  
**Reports To:**         **Library Board**  
**FLSA Status:**       **Exempt**  
**Date:**                **11/2021**

**SUMMARY**

Under the direction of the Library Board, the Executive Director is responsible for providing the overall administration and management of all library services. The Executive Director understands, embraces and enforces the Library's Mission and Vision, policies, and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned)

Formulates and oversees implementation of Library's Capital Improvement Plan (CIP), short and long term Library goals, procedures, programming, and projects in collaboration with the Library Board and staff.

Oversees and evaluates the effectiveness of all aspects of day-to-day Library operations.

Creates long-range financial planning reports and works toward meeting the goals and objectives of the strategic plan. Recommends allocation of financial, personnel, bibliographic, equipment and space resources. Analyzes sources of revenue, anticipates expenditures and costs of increased services.

Develops, prepares, and presents the Library's annual budget proposal to the Library Board and City Council.

Implements, monitors, and approves expenditures for the approved budget. Also identifies sources of non-tax revenue including grants.

Prepares and ensures timely filing of the Illinois Public Library Annual Report (IPLAR), the Per Capita Grant Application, and the Illinois State Library Annual Certification.

Oversees the recruitment, training, and performance of all Library staff. Directly supervises and coordinates efforts of the Library department directors.

Provides regular communication, statistical information, and reports to the Library Board about the status of the Library and its resources, services, and usage. Attends and prepares materials for the Board and Board Committee meetings, and provides guidance on all matters that are considered. Researches, suggests, and articulates policy and procedure recommendations in written statements and manuals.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES CONTINUED**

Ensures the Library's compliance with relevant federal, state, and local laws. Serves as Library's FOIA and OMA officer. Assists the Library's auditor in conducting the annual audit.

Oversees the regular maintenance, repairs, and safety inspections for the Library building and grounds. Maintains the Library Emergency Response Plan.

Assists with the preparation and posting of Library Board and Board Committee meeting agendas and minutes.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Master's Degree in Library Science from an ALA-accredited program.

At least 5 years experience at an administration level/department director or higher.

## **OTHER SKILLS AND ABILITIES**

Comprehensive knowledge of professional library principles, methods, operations and technology in the field of library management and administration.

Ability to establish and maintain effective working relationships with Library Board, staff members, Friends of the Library, public officials from all levels of government and community members.

Demonstrated skill and ability in organizational administration, finance, and the management and motivation of staff.

Possess the ability to effectively communicate and enforce Library policies and procedures to the public.

Ability to conduct the coordination of consultants, attorneys, architects, engineers, and other professionals as projects require.

Comprehensive knowledge of relevant employment, federal, state and local laws and regulations relating to library operations.

Demonstrates proficiency in preparing and presenting technical reports, budgets, and other presentations.

Ability to evaluate community needs and implement the best methods of providing services.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Executive Director Job Posting:**

### **Description and Duties:**

Established in 1959, Rolling Meadows Library is a vital community center for learning, culture, and recreation. The Rolling Meadows Library Board of Trustees is seeking a dynamic individual with a vision of innovation to provide leadership and strategic direction for the library and its 55 dedicated employees. As director, you will oversee the management of a \$3.9 million dollar budget and will report to and collaborate with a 9-member elected Board to implement RML's Vision and Mission. The ideal candidate will have comprehensive knowledge of professional library principles and emerging trends, and the ability to provide our community members opportunities for enrichment, growth and entertainment through the library services.

*Link: Please see full job description here.*

### **Qualifications:**

Minimum qualifications for this position include a Master's Degree in Library Science from an ALA-accredited program and at least 5 years experience at an administration level/department director or higher.

### **Salary:**

\$120,000 - \$135,000 based on combination of qualifications and experience.

- Generous benefit package that also includes participation in the Illinois Municipal Retirement Fund (IMRF) System.

### **To apply, please submit:**

1. A thoughtful cover letter indicating your reasons for consideration.
2. Current resume including employment history, job duties, and educational background.
3. A minimum of three current letters of professional recommendation.

**Submit the above documents to: [RMLdirectorsearch@rmlib.org](mailto:RMLdirectorsearch@rmlib.org)**

If a candidate is chosen to continue with the hiring process, they will be asked to submit the following prior to the interview:

1. Contact information for at least three current professional references.
2. Provide a written summary of your perception of the Executive Director's Role as it pertains to the following issues/concerns:
  - What is the responsibility of the Library in its community?
  - What issues do you think are critically important to libraries today and your thoughts on resolving those issues?
  - Describe your leadership style.
  - What experience do you have in working with a Board and how will you ensure you will be able to create and maintain a working relationship with the board?

### **Application Deadline:**

We will take as long as needed to find the right candidate, however priority will be given to applications submitted prior to **February 11, 2022**. Tentative start date: May 2, 2022.

*For more information on Rolling Meadows Library and its community, please click the link below: [About the Library](#)*

### **Description of RML with mission statement:**

Established in 1959, Rolling Meadows Library is a vital community center for learning, culture, and recreation. The library owns over 184,000 items, and circulates over 230,000 items annually. RML is a proud member of the Reaching Across Illinois Library System (RAILS), which supplies access to numerous additional resources and materials across the state. Currently, the library enjoys great community support, operating on an annual budget of \$3.9 million.

RML is technology-forward, providing adult visitors with computer stations that give access to the Internet, subscription databases, and the library's online catalog of items. The Youth area also provides computer stations for youth use and a mobile computer lab is utilized to conduct regular Computer Classes in the spacious Community Room. During the COVID-19 pandemic, the library was able to adapt a great portion of our programming virtually, and added numerous online databases and services for the continuing benefit of our users.

Library cards are free to all residents and available to businesses located within Rolling Meadows. The library is honored to provide programs and outreach for children, families, and adults year-round, in accordance with our mission to provide excellent customer service and information in a variety of formats that Educate, Inform, Enrich, Inspire, and Entertain, and to serve the citizens of Rolling Meadows, linking them with resources throughout the world and providing equal access for all.

### **Description of Rolling Meadows:**

The City of Rolling Meadows was incorporated in 1955 after the original developer, Kimball Hill, constructed affordable housing for World War II veterans and their families as well as Chicagoans who desired a suburban lifestyle. Since then, Rolling Meadows has developed into a mature community of around 25,000 residents, diverse in religious, ethnic, and economic backgrounds.

Nestled in the heart of the Golden Corridor near Woodfield Shopping Center, Rolling Meadows is close to O'Hare International Airport and an excellent public transportation and expressway system. As part of the thriving Northwest Suburbs of Chicago, Rolling Meadows offers easy access to a considerable metropolitan area, as well as the city of Chicago itself.

Careful zoning and attention to detail have allowed Rolling Meadows to integrate a vibrant parks and recreational system into the residential areas of its seven square miles, as well as creating a home for the corporate headquarters of Fortune 500 companies and community businesses. These businesses employ about 44,000 people and comprise a major part of the City's stable revenue base.

## **Advertising plan:**

- Free Postings:

- RAILS
- City of Rolling Meadows
- RML website

- Postings with Fees:

- ILA (\$100)
- ALA (\$249 member/\$324 Non-member)

\* if do not get a good response after 3 weeks, we will post on LinkedIn and Indeed

- LinkedIn Free or Promoted
- Indeed Free or Sponsored