

# EXECUTIVE DIRECTOR



**Search services provided by:**  
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# THE OPPORTUNITY

The Rockford Public Library is seeking a visionary leader as its next **Executive Director**.

The Rockford Public Library [RPL] has retained [Organizational Architecture, Inc.](#) to assist with this search.

## ABOUT THE ROCKFORD PUBLIC LIBRARY

The Rockford Public Library has a rich history dating back to its founding in 1872, making it the second library established in the state.

It was created to serve as an educational and cultural resource for the community and has grown significantly over the years.

The library has adapted over the decades to meet the evolving needs of its community, continuously expanding and enhancing its facilities and services.

Learn more [here](#).

# ROCKFORD PUBLIC LIBRARY

## AT-A-GLANCE

<b>Mission</b>	The mission of the Rockford Public Library is to educate, inform, entertain, and culturally enrich the people of our community.
<b>Budget</b>	The 2024 operating budget is \$9.5 million with a \$17.5 million fund balance.
<b>Locations</b>	There are 3 locations including a Main Library. There is also a mobile library, and a separate performing arts center.
<b>Staff Size</b>	There are approximately 70 employees with the majority of them being full-time staff.
<b>Community</b>	Rockford, Illinois, is a vibrant community brimming with opportunities for residents and visitors alike. With a rich history and a thriving arts and culture scene, Rockford offers something for everyone. From exploring fascinating museums to indulging in delicious local cuisine, there's always something exciting to discover. The city boasts a diverse range of outdoor recreational activities, making it an ideal destination for nature enthusiasts.
<b>Populations Served</b>	Rockford Public Library serves approximately 148,000 people in service area.
<b>Patron use</b>	Over 293,000 patrons visited the Rockford Public Library enjoying the use of over 656,000 materials in 2023.
<b>Friends and Foundation</b>	<p>The Friends of Rockford Public Library promotes public involvement and raises money through its bookstores and through annual book sales.</p> <p>Rockford Public Library Foundation provides funding for the Adult Online High School, Summer Reading Club, the Library Giving Day campaign, Cafe RPL, Movies Nights at Nordlof, and the new replacement Main building campaign.</p>



# THE ROLE

Executive Director



ROCKFORD PUBLIC LIBRARY



## SUMMARY

**The Executive Director provides leadership and direction for the Rockford Public Library and:**

- Effectively implements the mission and strategic goals set by the Board of Trustees
- Acts as a steward of taxpayer funds
- Ensures that RPL has a strong presence in the community.

The Executive Director demonstrates leadership behaviors and actions consistent with the library's mission, vision, values and strategic plan.



# RESPONSIBILITIES AND EXPECTATIONS

## Strategic Planning and Fiscal Management

- Collaborate with the Board of Trustees to define and implement the library's mission and strategic goals.
- Develop and manage budgets to ensure financial stability and resource optimization.
- Plan for future facility improvements to meet community demands and ensure accessibility.
- Identify and integrate emerging technologies to enhance library services.
- Establish service goals and assess effectiveness through data and metrics.

## Staff Management and Labor Relations

- Provide leadership and guidance to staff, fostering a collaborative and supportive workplace culture.
- Conduct performance evaluations and support professional development opportunities.
- Manage labor relations, including participation in contract negotiations.
- Ensure compliance with organizational policies and procedures.
- Build and maintain open communication with staff at all levels.

## Community Engagement and Collaboration

- Build a strong community presence by promoting library services and programs.
- Collaborate with public and private partners to address local challenges and opportunities.
- Engage with neighborhoods and residents to understand and meet community needs.
- Handle public feedback and resolve customer concerns effectively.
- Represent the library in public forums, media, and community events.

## Additional Responsibilities

- Participate in and lead major library projects and initiatives as required.
- Serve on internal committees to support organizational goals.
- Facilitate regular staff and department meetings to ensure alignment and communication.
- Address emerging issues or special assignments from the Board of Trustees.
- Support public service efforts through additional responsibilities as needed.





## EDUCATION AND EXPERIENCE

### The ideal applicant will possess:

- A Master's degree in Library and Information Science [MLIS].
- Eight or more years of progressively responsible library managerial experience, including at least three years of supervisory experience.
- Experience collaborating and partnering with trustees, civic and community partners, local businesses, and other key stakeholders.
- Experience leading projects and teams to enhance facilities, collections, programs, services, and team members.
- Experience working collaboratively in a union environment and in collective bargaining is preferred.





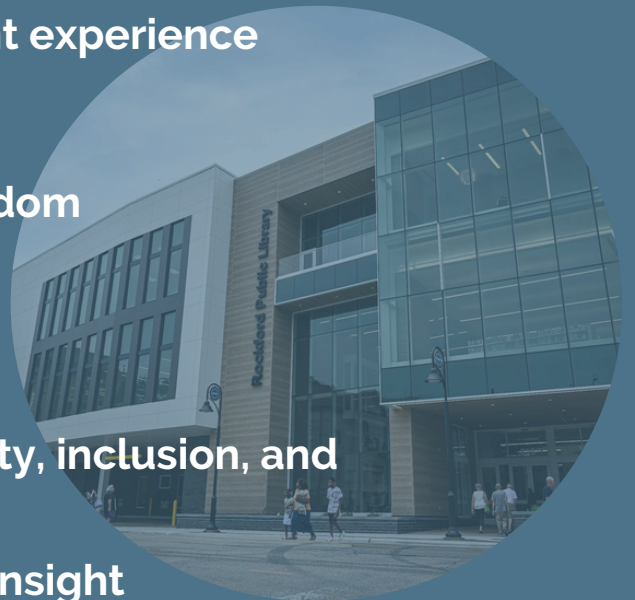




# THE SUCCESSFUL CANDIDATE WILL POSSESS THESE QUALITIES AND SKILLS

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- Budgeting and fiscal management experience
- Collective bargaining/union/labor relations experience
- Fundraising and donor relations
- Policy development and implementation
- Staff training and development experience
- Adaptability and flexibility
- Advocacy for intellectual freedom
- Analytical thinking
- Collaboration and teamwork
- Commitment to diversity, equity, inclusion, and cultural competence
- Community engagement and insight
- Customer/patron service orientation and excellence
- Effective communication [oral and written]
- Effective leadership and management
- Empathy and approachability/high emotional intelligence
- Problem-solving and decision-making
- Strategic and innovative thinking and planning
- Visionary thinking





# COMPENSATION AND BENEFITS

A generous compensation package includes competitive base pay with a pay range of \$125,000 to \$150,000; healthcare benefits including medical, dental, and vision; retirement benefits include participation in the Illinois Municipal Retirement Fund [IMRF] public pension plan.



## BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Paid Leave for All Workers
- Life insurance
- IMRF, Roth IRA, and IRS Section 457 retirement plans
- A solid commitment to continued professional development
- [Click here for more details on the benefits offered.](#)

# INTERESTED? GET IN TOUCH

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