

Library Director - Bellwood Public Library, Bellwood, IL

The Bellwood Public Library Board of Trustees seeks an experienced, communicative, visionary leader to serve as Library Director. The ideal candidate will be pragmatic and foster a trustworthy and approachable environment for all staff and community members. This visible leader will fully embrace public library philosophies and principles while effectively communicating recommendations to the board with sound decision-making skills when facing various circumstances. The next director will be decisive, have expert financial and budgeting skills, and champion the staff through the newly created strategic plan.

A seven-member Library Board of Trustees oversees the Library Director. The library currently employs a team of 25 (11 FTE) talented, creative, and dedicated library professionals known for providing first-class service to their community. The library recently completed an interior renovation featuring updated finishes to all library and staff areas. The library has a current budget of \$2.3 million is committed to fostering an inclusive environment where Equity, Diversity, and Inclusion (EDI) are core values. The Library prides itself on providing exceptional services and resources that enrich the lives of its patrons.

The Village of Bellwood is located 13 miles west of downtown Chicago and has a population of 18,000. It is an ideal place to live, work and play.

Responsibilities:

- Provide visionary leadership and strategic direction to achieve the library's mission and goals.
- Foster a culture of collaboration, teamwork, and professional growth among staff.
- Advocate for the library's interests and resources within the local government, community organizations, and other stakeholders.
- Ensure equitable access to library resources and services for all community members.
- Oversee the management of library operations, including budgeting, financial, and facilities management.
- Thorough, transparent, and proactive outreach efforts, maintain effective communication with the Board of Trustees, staff, and the public.
- Promote a continuous improvement and adaptability culture in response to changing community needs and technological advancements.
- Navigate challenging situations with diplomacy and tact, fostering favorable resolutions and maintaining professional relationships.
- Seek out and participate in library-related conferences or seminars, continuing education, or other job-related training opportunities to improve job skills and maintain adequate knowledge of library science practices and principles.

Qualifications:

- Master's degree in Library Science or Information Science from an ALA-accredited institution.
- Minimum of 5 years of progressively responsible experience in library administration, with at least two years in a supervisory or managerial role.
- Proven track record of successful leadership, strategic planning, and implementation of library services.
- Strong understanding of EDI principles and a demonstrated commitment to integrating these values into library services and operations.
- Excellent communication skills, both written and verbal, with the ability to engage effectively with diverse stakeholders.
- Ability to navigate complex situations with diplomacy, tact, and professionalism.
- Experience in budget management, resource allocation, and fiscal oversight.
- Knowledge of current trends and best practices in library services, technology, and community engagement.

Salary: \$90,000- \$115,000, with the higher end of the range reserved for candidates who meet or exceed all qualifications, along with IMRF and an excellent benefits package.

Application Process: Interested candidates should submit a cover letter, resume, and contact information for three professional references: directorcandidates@stackscg.com. Bellwood Public Library is an equal-opportunity employer.

We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The Library may consider an equivalent combination of knowledge, skills, education, and experience to meet the necessary qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.