

## **Job Description: Library Executive Director**

**Position Title:** Library Executive Director

**Location:** Peru Public Library, Peru, Illinois

**Reports To:** Library Board of Trustees

**Supervises:** All library staff and volunteers

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### **Position Summary**

The Library Executive Director serves as the chief administrator of the library, responsible for the overall leadership, strategic direction, and daily operations of the library. The Director ensures that the library provides excellent services, programs, and resources that meet the educational, cultural, and recreational needs of the community.

The Library Director of Finance is responsible for all day-to-day and fiscal-year financial operations, including preparation of the budget. The Library Executive Director, in contrast, provides oversight of the budget to ensure resources align with strategic goals and works closely with the Library Board and Director of Finance on fiscal planning and accountability.

### **Key Responsibilities**

#### Leadership & Administration

- Develop and implement strategic goals, policies, and services in alignment with the library's mission.
- Oversee daily operations, including circulation, programming, reference, technical services, and facilities.
- Supervise, mentor, and evaluate all library staff members, fostering a collaborative, inclusive work environment.
- Establishes library's insurance coverages, including health, building, liability (LIMRiCC & LIRA)
- Manage volunteer engagement and community partnerships.
- Prepares reports and grants (such as per capita grant, IPLAR, etc.).
- Oversee facility management and ensure a safe, accessible environment for staff and patrons.
- Prepare all non-financial ordinances and resolutions.

#### Financial Oversight

- Collaborate with the Director of Finance on preparation of the annual budget.
- Monitor library finances at a high level and ensure fiscal responsibility.

- Prepares grant applications, fundraising initiatives, and long-term financial planning.
- Ensure financial accountability and efficient use of resources.

#### Community Engagement & Services

- Serve as the library's ambassador to the community, cultivating partnerships with schools, civic organizations, and local government.
- Promote library services, resources, and programs to increase community engagement.
- Represent the library at RAILS/PrairieCat groups and state/local organizations.
- Maintain a strong focus on equitable access to resources, technology, and information.
- Maintain the library's website and social media.

#### Personnel Management

- Recruit, hire, train, and evaluate staff members, and tracks and coordinates annual training and continuing education.
- Encourage staff development and continuing education opportunities.
- Oversee all staffing needs of the library.
- Foster a positive workplace culture that emphasizes teamwork, respect, and innovation.

#### Technology & Collections

- Guide the development of diverse and relevant collections in all formats.
- Oversee library technology strategy to ensure patrons have access to digital resources and emerging tools.
- Responsible for the acquisition of the dvd, music, magazine, newspaper and adult fiction and non-fiction collections.
- Evaluate and adopt innovations that enhance library services and access.
- Maintain the library's local history collection and assist patrons with research.

#### Governance & Compliance

- Serve as primary liaison to the Board of Trustees and responsible for Trustee election process, petitions and filings.
- Prepare Board of Trustees agenda packets and attend Board meetings.
- Provide timely reports, data, and recommendations to the Board of Trustees.
- Ensure compliance with all applicable laws, regulations, and library policies.
- Serve as the library's FOIA and OMA officer.

- Prepares legal documents, including necessary filings, publishing, and/or postings of required documents.
- Prepares annual Records Disposal Certificates.

## **Qualifications**

### **Education & Experience**

- Master's Degree in Library and Information Science (MLIS/MLS) from an ALA-accredited program preferred.
- Minimum 3–5 years of progressively responsible professional library experience, including supervisory/administrative responsibilities.
- Experience in budget management, staff supervision, and program development.

### **Knowledge, Skills & Abilities**

- Strong leadership, organizational, and decision-making skills.
- Excellent interpersonal and communication abilities.
- Knowledge of current and emerging trends in libraries, including digital resources and community engagement strategies.
- Ability to work collaboratively with staff, trustees, community leaders, and the public.
- Commitment to intellectual freedom, diversity, and accessibility of services.

### **Working conditions**

- Full-time, exempt position
- Some evening and weekend hours required.
- Work performed in a library setting with direct public service responsibilities
- Occasional travel for training, meetings, and community engagement.

### **Salary & Benefits**

- Salary: \$67,000 – \$72,000 based on experience
- Benefits: Health insurance (premiums fully paid by the Library), retirement plan, paid leave, professional development