



**Fox River Valley Libraries**

Dundee Library • Randall Oaks Library

## DIRECTOR SEARCH

WORK & PLAY IN NORTHERN KANE COUNTY  
A FINE-FREE LIBRARY KNOWN FOR KINDNESS & INCLUSION  
FRVPLD AT A GLANCE  
GOVERNANCE  
THE POSITION  
THE IDEAL CANDIDATE  
COMPENSATION, BENEFITS & APPLICATION PROCESS



## Work and Play in Northern Kane County

What makes Northern Kane County unique? Is it the pull of the Fox River, where kayakers leisurely paddle, fishers cast along the shores and atop bridges, and eagles soar high above the trees? Is it the hiking, biking, and boating through a vast selection of preserves, parks, trails, and lakes? Is it the high quality shopping, businesses, and schools? Is it the ease with which you can explore the entire Chicagoland and Tri-State area with access to a network of recently upgraded expressways?

Those who call it home, even if for a day, think it's all that and more. Made up of the villages of Carpentersville, East Dundee, Gilberts, Sleepy Hollow, and West Dundee, Northern Kane County has all the charm the Midwest is known for, with influences of sophistication that come with its proximity to the city of Chicago. Each village has its own personality, but when viewed from a wider lens, it's a blend of culture, generations, and perspectives that come together to celebrate, educate, entertain, and support.

There's something for everyone, from foodies to families, including an array of unique retail, delicious dining, fun social activities and year-round fests. Explorers can experience quaint, picturesque neighborhoods and Main Streets, rolling fields of crops and livestock, and bustling, convenient retail districts, all in one short drive.



*Raceway Woods is a lovely 122-acre open space tract, named after the old race track that once wound around parts of it. It's a popular destination for hikers, bikers, naturalists, birders, and folks who just want to unwind and spend time outdoors.*



*The Fox River Valley Public Library District provides library service through the Dundee Library (left) in East Dundee, and the Randall Oaks Library which is located on the lower level of the Randall Oaks Recreation Center in West Dundee.*

## Fox River Valley Public Library District

### A Fine-Free Library Known for Kindness and Inclusion

The Fox River Valley Public Library District (FRVPLD) serves a large, diverse group of communities. [The district](#) is comprised of the 70,000 residents who live in East Dundee, West Dundee, Carpentersville, Sleepy Hollow, Gilberts, and parts of Algonquin, Elgin and Barrington Hills. FRVPLD is the seventh largest out of 340 library districts in Illinois. Library service is provided at the Dundee Library on the east side, and the Randall Oaks Library on the west side. Our history dates back to 1876, when Dundee Township established a tax-supported library, among the first in Illinois.

FRVPLD's vision is to provide equal opportunity for all to learn, explore, imagine, create, and connect in a welcoming environment. Our efforts to support our community reached a whole new level in 2020, and showed that we are a flexible, innovative organization that strives to overcome challenges despite the obstacles.



*The annual Summer Reading Challenge Kick-Off Picnic is held on the front lawn of the Dundee Library and features entertainment, crafts, community sponsors, and a children's book sale.*



*The free summer lunch program brings in hundreds of kids all summer long to get a free, nutritious meal. Many stay after for the fun activities provided by the Youth Services Department. The program is supervised by library staff, with support from volunteers and local businesses.*

During the COVID-19 pandemic, FRVPLD devoted itself to finding creative ways to continue to serve the public. Examples include virtual programming, expanded WiFi signals that reached beyond the walls of the Dundee Library, curbside pickup, free Cold Suppers for Kids, and the birth of a brand new service, Home Delivery.

In more normal times, a vibrant Youth Services Department offers programs designed to help children from birth to age twelve develop the skills they need to be life-long learners. With storytimes, book clubs, 3D printing, STEM and Maker programs, gaming and crafting, the library provides an array of learning experiences.

Teens expand their knowledge and interests with a collection developed just for them, supported by collaborative programs where they can share their creativity. Movies, virtual reality gaming, craft labs, standardized test practice sessions, and clubs provide opportunities for teens to gather and explore new ideas.



Informational programs on topics such as Social Security, Medicare, estate planning, history, genealogy, social media, and more, as well as cultural presentations and lectures, satisfy the lifelong learning needs of the adult population. Public computers and technology classes help residents pursue their education and gain and improve job skills. The Dundee Library offers Spanish language and bilingual books, movies, and programming.

Our website is considered a digital branch that offers 24/7 access to streaming and downloadable eBooks, music, comic books, videos, and movies as well as a collection of eResources where patrons can learn how to change spark plugs, crochet a blanket, speak Mandarin, sharpen their resume, find out who their distant Irish cousin was, or get a research paper proof-read.

Learn more by visiting the [library's website](#), or scrolling through our social media feeds: [Facebook](#), [Instagram](#), [Instagram – Teens](#), [Instagram – Youth Services](#), and [Twitter](#).

### FRVPLD at a Glance

- Member of **CCS** consortium, an integrated library system of 28 libraries located in the north and northwest suburbs of Chicago
- **30,000** registered borrowers
- Annual circulation of approximately **504,000** (physical and digital)
- **30,000** Internet sessions per year
- **42,000** children, teens, and adults reached through in-person and passive programming
- First library in Illinois to offer **License Plate Renewal Service**
- Consistently receive the **Certificate of Achievement for Excellence** in Financial Reporting from the GFOA

## Community Support



FRVPLD is cherished in the community and benefits from the devoted support of key local allies. Our Friends of the Fox River Valley Public Libraries have been on hiatus since March of 2020, but have been generous supporters for many years. Through the money they raise and hours they volunteer, the Friends provide materials, services, and educational opportunities that are not covered in the library's operating budget. With Friends' support, every second-grade class in the local school district takes a field trip to the library, and a kick-off event that gets more popular each year starts off the summer reading challenge, to name just a few.

We are also proud to consider many upstanding community organizations and businesses our partners. Their support has funded our summer reading challenge, provided a refrigerator so we could distribute free summer meals to children, and welcomed us to many events so we could interact with children, seniors, and diverse groups. We most recently received a 2020 Award of Excellence for Commitment and Dedication to the Community from the Northern Kane County Chamber of Commerce.

FRVPLD enjoys working relationships with numerous community groups and organizations:

Community Unit School District 300   Dundee Township   Dundee Township Open Space   D300 Food Pantry   F.I.S.H. Food Pantry  
 Dundee Lions Club   Boys & Girls Club of Dundee Township   Rotary Club of Carpentersville-Morning  
 Literacy Connection   Centro de Información

## Our Culture

FRVPLD values its staff, and credits its success to the dedication and creativity of those who do the work. Our culture statement serves as a reminder to all, and is helpful in finding new talent to join our team.

- We welcome all. Team members uplift and inspire each other while greeting and showing enthusiasm for assisting all who walk through our doors. Our passion and dedication reaches out into our diverse community beyond the walls of our library.
- We meet challenges head-on by being flexible and ready for change. All of our team members work together to support each other in an always evolving environment.
- We commit to a life of learning while unleashing our imagination and expanding our curiosity. Everything we do represents an institution whose sole purpose is to provide free access to information, knowledge, and culture.
- We celebrate who we are by encouraging laughter and play. Fun is a part of our every day.
- You belong with us.



[Watch our Culture Statement Video](#)

## Governance

The FRVPLD is governed by [The Board of Library Trustees of the Fox River Valley Public Library District](#) (Board). The Board consists of seven members each elected to a four-year term by registered voters residing within FRVPLD boundaries. The Board is subject to Illinois Statutes establishing their role and responsibilities. In addition, it has established bylaws, policies, [core values and district priorities](#) that guide its work and decisions.

The Board broadly defines the mission of the library and is ultimately accountable for the quality of the library experience. The Board also bears special responsibility to help the library anticipate natural or manmade disasters or other crises that may profoundly disrupt the operation and/or financial stability of the institution.

Maintaining the library's fiscal integrity is fundamental to the Board's responsibilities. The FRVPLD is financed primarily by property taxes levied by the Board and collected by Kane County on taxable property within the FRVPLD. The Board bears ultimate legal responsibility for approving the library's annual budget and for monitoring the library's fiscal welfare. The Board is the ultimate fiduciary of the library, even though day-to-day operations are properly delegated to its administration.

One of the Board's most important duties is to select a Library Director who provides vision and leadership for both the library and our greater community. The Board also determines the Director's compensation and assesses the Director's performance.

## The Position

The Board seeks an Executive Director (Director) to lead our vibrant organization.

### Minimum Qualifications

The position requires a Master of Library Science (MLS) from an ALA Accredited university and a minimum of five years of professional public library service including supervisory experience, collection development, programming, and modern outreach methods.

### Summary of Essential Duties

As the chief administrator and executive officer of the library district, under the general direction of the Board, and with all responsibilities, duties, powers, and authority normally associated with that position, the Director performs essential functions in the categories of public service and operation of the library, board relations, personnel, fiscal, and community public relations.

The Director will perform and direct the study of issues impacting matters of policy, fiscal concern, and planning and operations, and apprise the Board of findings with recommendations. The Director suggests and carries out plans for extending and improving library services, stays current with new technologies and communication methods, and continually learns about trends and changes in the library field. The Director oversees operational efficiency and ensures the library complies with all statutory laws and regulations affecting libraries.

The Director hires, trains, and evaluates personnel and acts as a leader of a strong, professional staff. This individual prepares and administers the budget as enacted by the Board, monitors fiscal activities in compliance with policies and budgetary limitations, and seeks out and obtains funds for the library.

The Director acts as a representative of the library in the community, meets with community representatives, and maintains an active public relations program for the library. In this capacity, the Director will be strategic and purposeful in their efforts to promote the library and its services to the community.

The full job description, with minimum qualifications, essential functions of the job, knowledge and skills, and competencies can be found [here](#).

# The Ideal Candidate

## Community Builder

- Works collaboratively with the Board, library staff, local government officials, and community members to implement the library's mission and goals and maintain a successful relationship with all stakeholders.
- Understands and embraces the ever-changing needs of our library district's demographics.
- Is committed to establishing a welcoming environment in the library as well as in the community that embraces equity, diversity, and inclusion.
- Can provide evidence of measurable experiences and opportunities regarding cultural competence.
- Will be active in professional and civic organizations at the local, county, and state level.
- Will represent the library through community outreach opportunities.
- Looks for and implements creative, fresh, even unconventional solutions for library outreach and marketing to the community.

## Visionary Leader

- Designs an innovative, yet realistic vision for our library district.
- Has had successful experiences creating and accurately managing a fiscal plan.
- Has working knowledge of library statutes and administrative rules.
- Promotes an environment that nurtures, guides, and encourages personal growth for all the library staff.
- Has current knowledge of library trends and best practices and continually strives to implement new services which include alternative service delivery and technology.
- Has experience with building maintenance, space planning, renovation, and modification.
- Has a resilient predisposition for managing change.

## Communicator

- Displays competent, attentive, and respectful skills as a speaker and listener.
- Develops dynamic lines of communication with library staff, the Board, and constituencies.
- Understands and advocates for the needs of the library staff and constituencies in the library district.
- Provides timely, accurate, and pertinent information to the library staff, the Board, and the public.
- Relates to library staff and the Board with transparent explanations of goals, missions, and visions.
- Communicates appreciation, trust, and opportunities for growth to library staff.
- Works to recognize strengths and build capacity in the staff.
- Recommends and implements policy.

# Compensation, Benefits, and Application Process

## Compensation

The Board will offer an attractive and competitive salary commensurate with the qualifications and experience of the selected candidate. The starting salary range is \$95,000 – \$120,000 DOQ.

## Benefits

We offer a comprehensive benefits package including health, dental, vision, and life insurances as well as employer contribution to Illinois Municipal Retirement Fund and optional participation in a 457(b) deferred compensation plan or Roth IRA. Paid time off includes vacation, sick, personal, holiday, and bereavement leave.

## To Apply

Send resume, cover letter, completed application, and any other supporting documentation you would like considered to [DirectorSearch@frvpld.info](mailto:DirectorSearch@frvpld.info). Include your last name in the subject line of the email. The [application form](#) is a fillable PDF. Please download and save it to your computer before filling it in.

Applications received by May 14, 2021 will receive first consideration. FRVPLD is committed to equity and inclusion. We encourage candidates with similar values to apply.

Learn more about the library district and the community it serves, the position, and how to apply by contacting Interim Director Roxane Bennett via email at [rbennett@frvpld.info](mailto:rbennett@frvpld.info) or phone at (224) 699-5829.