

April 2009

Moline, Illinois



Slavin Management Consultants

Moline Public Library

Executive Recruitment for

Library Director

Moline, Illinois, is centrally located on the banks of the Mississippi and Rock rivers within hours of Chicago and St. Louis. This thriving river community is home to 43,768 people. Along with Rock Island, IL, Bettendorf and Davenport, IA it makes up the Quad Cities, a metropolitan area of more than 350,000.

With the goal to shape its future while respecting its past, Moline is building on its manufacturing heritage by diversifying its economy with knowledge-based and advanced manufacturing companies. The Mississippi River Urban Technology Corridor is primed to accommodate the new Intellectual Property Management Institute, flexible manufacturing space and commercial and residential opportunities. Moline is already home to the international headquarters of John Deere & Co. This new devel-

opment will strengthen the local economy.

Moline neighborhoods offer a wide range of housing and retail options. Uptown is a pleasant mix of small businesses and residential. The Floreciente neighborhood has a distinctive Hispanic flavor to it. In Olde Towne, a strong Belgian influence can still be felt. Large retail operations such as Southpark Mall can be found on the major retail corridor of John Deere Road.

Moline and the Quad Cities accommodate a wide variety of cultural and leisure interests throughout the year. These include: the I Wireless Center which is home to the Quad City Steamwheelers, an arena football team, the Broadway Theater League, Ballet Quad Cities, the Quad Cities Symphony, the Figg Art Museum, Triple "A" baseball, an indoor ice rink and an I-Max Theater. Annual concerts and events

include Summer Fest, the Race for the Cure, and the John Deere Classic PGA Tour. The Quad Cities Marathon begins and ends in downtown Moline. The Lighting on the (John Deere) Commons begins the holiday season each year. It is followed by the long-standing Holiday Pops Concert which features the Quad City Symphony Orchestra, adult and children's choirs and ice skaters.

The greater Quad cities area offers many additional amenities such as, three 4-year colleges/universities, minor league baseball, the Adler Theatre which is home to concerts and professional traveling theater troupe's and numerous community theaters. Also, there are three gambling boats on the Mississippi River and the newly constructed \$150 million Jumer's Casino.



Moline's New Public Library

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The Moline Public Library

Public library service began in Moline shortly after the city was incorporated in 1872. The first library was located in downtown Moline and began its operation in 1873. In 1901, Andrew Carnegie agreed to provide the funds required to erect a new free library building in downtown Moline. The building that resulted was opened in 1904 and continued to serve as the community's primary library until 2006.

In 1950, Moline first identified the need for a new library. In 2000, fifty years later, with issues concerning funding and location finally resolved, the Library Board began an aggressive building program resulting in the construction of Moline's state-of-the-art new \$12.5 million, 67,000-square foot flagship public library. The new library opened to rave reviews, and on schedule, on August 31, 2006. The new building has many "green" features and is being evaluated for Energy and Environmental Design (LEED) certification. The new building is ADA compliant and has room for future collection growth.

Mission Statement

The mission of the Moline Public Library is to promote the power of lifelong learning to its diverse community through quality resources and services.

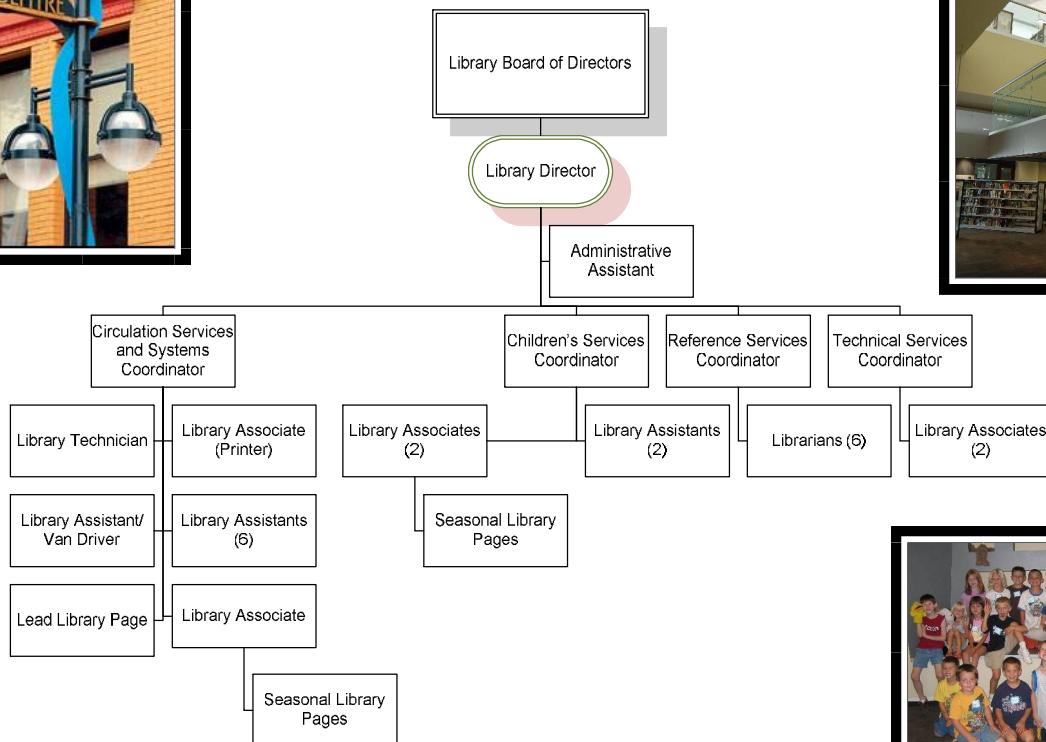
Moline Public Library offers a vast collection of print and non-print materials. Its resources and services include wireless access and cabling technology, meeting rooms, fax services, public copiers, notary public, voter registration, service to the homebound, art displays, tax forms, public typewriters, word processing computers, and the *Copper Café* coffee shop. The library utilizes a new third-generation integrated library system called *Sirsi*. This system provides a greatly enhanced catalog for library users and completely changed the daily workflow for library staff. The new user-friendly, online catalog features book covers, reviews, sound

bites, and more personal account information. The Moline Public Library is a member of the Prairie Area Library System (PALS). This new system encompasses the entire northern portion of Illinois, except the Chicago area, and helps to promote greater and easier access to materials and resources for library users.

The Library is governed by the 9-member Moline Public Library Board (Board). Board members are appointed to specified terms by the Mayor and are vested with full governance responsibility for the Library. The Library Director is the Library's chief executive officer and is appointed by and serves under the direction of the Board. The Director is responsible to the Board to provide proper management and leadership to the Library. The Library's current annual budget is \$2.85 million and it employs 29 FTE's



Moline Public Library



Moline's Municipal Government

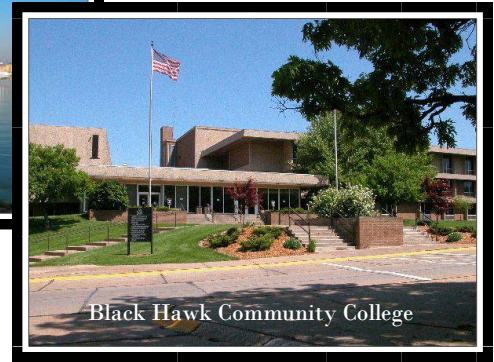
The City of Moline has a council-city administrator form of local government.

The City Council comprises the policy leadership that directs the City government to meet the needs and wants of the citizens of Moline. The City Council is responsible for setting all municipal policies and legislative action such as adopting ordinances and resolutions, determining the tax rate, and approving the annual budget and contracts.

Under this form of government, the City Administrator is appointed by the City Council to carry out municipal policies with the assistance of the entire City staff and to ensure that the entire community is being served.

The Administrator oversees the daily operations of all municipal activities,

provides strong management support for all department directors and continually keeps the Mayor and City Council informed of critical information. As Chief Administrative Officer of the City, the Administrator is responsible for producing an annual balanced budget for consideration and approval by the Council.



2009 Moline Library Board Goals

- Fully fund annual budget request to ensure a vibrant library
- Expand collaborative library/ community partnerships
- Be the most technologically advanced Library in the Quad City Area
- Increase community awareness, use and support
- Ensure materials meet the needs and wants of the community
- Insure the building is properly maintained so that it retains its aesthetic appeal, safety features and healthful, quality environments
- Provide a superior level of informed, organized and continually educated staff.

Visit the Moline Public Library on the web at: www.molinelibrary.com

The Position of Library Director (from the City Job Description)

Under administrative direction of the Library Board of Trustees the Library Director is responsible for direction, management and strategic vision of the City library and library staff; preparation and administration of operating and capital budgets; and planning, organizing, directing and coordinating library services and programs. He or she serves as advisor to the Moline Public Library Board by providing analysis, recommendation and counsel on all aspects of the Library operations.

This position entails considerable initiative and independent judgment and the ability to work with others to accomplish goals and objectives of the Moline Public Library Board and City.

Duties include:

- Manage day-to-day operations of the Library through subordinate employees in varied service areas.
- Explain, apply and enforce policies of the Library Board of Trustees, the

City and the Library, including labor agreement provisions.

- Direct and coordinate the work of Library employees and ensure that priorities, standards and area needs are met and that service delivery is provided in a coordinated, efficient and effective manner.
- Apply and administer human resources program in the Library in a

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manner consistent with established Board and municipal policies.

- Plan, implement and evaluate the services and resources of the Library in response to existing and new demands of the public.
- Prepare and administer the annual operating budget, including the Reher Fund and the Library Trust Fund and monitor funds in the Moline Foundation.
- Oversee, promote and/or coordinate long range planning activities supported by best practices to ensure responsive fiscal and programmatic management.
- Develop and ensure implementation of the annual Projects Agenda as set by Library Board and City Council priorities.
- Represent the Library in the community and serve as community liaison to the media and regional and local library functions, including Friends of the Library.
- Ensure that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws and in conformance with acceptable industry standards and practices.
- Oversee facility and equipment maintenance needs.
- Interact with patrons to assist in the resolution of complaints; respond to feedback and suggestions.
- Attend and prepare for monthly Library Board meetings and meet with committees as requested.
- Prepare Illinois Public Library Annual Report and the Per Capita Grant; support and contribute to other grants written by subordinate employees.
- Monitor and maintain Annual Giving Program and other necessary fund raising activities.

Strengths Desired in the Ideal Candidate

- Leadership with the staff and within the community
- Committed to staff development with the ability to instill high morale
- Finance and budget
- Exceptional interpersonal skills
- Visionary; creative and energetic
- Receptive to new ideas
- Willing to make a commitment to Moline
- Although a strong advocate for the Library with all key constituencies, willing to be a team player within the overall municipal government
- Proven public relations abilities
- A highly experienced and proven library professional

Compensation and Application Process

The City will provide a competitive salary with excellent benefits. Beginning salary is negotiable depending on qualifications. Benefits include:

- Comprehensive medical plan at an affordable cost,
- Flexible benefit program,
- Both state retirement and deferred compensation programs,
- Generous paid time off benefits,
- Moving expenses negotiable.

To Apply: send a cover letter and confidential resume immediately to:

Robert E. Slavin

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