

LIBRARY DIRECTOR



Organizational
Architecture

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THE OPPORTUNITY

The **Stow-Munroe Falls Public Library** [SMFPL] is seeking a strategic, visionary leader to serve as its next **Library Director**.

SMFPL has retained Organizational Architecture, Inc. to assist with this search.

ABOUT SMFPL

Stow-Munroe Falls Public Library was founded in May 1924 as a school district library with a Board of Trustees appointed by the Board of Education. Located in the Township Hall close to the town center, it served both Stow and Munroe Falls, as it does today.

In 2024, the Library celebrated its 100th anniversary, and over the past several years, has undergone many significant improvements and enhancements including indoor renovations, development of new outdoor spaces, increased access to print and digital materials via CLEVNET, and new mobile services programming, including bookmobile service.

Learn more [here](#).

THE STOW AND MUNROE FALLS COMMUNITY

A woman with long, dark hair is shown from the chest up, looking down at an open book she is holding with both hands. Her eyes are closed, suggesting she is deeply focused on the text. The lighting is warm and slightly dim, creating a cozy atmosphere. The background is blurred, drawing attention to the woman and the book.

Located in northern Summit County, the neighboring communities of Stow and Munroe Falls have a combined population of approximately 40,000 residents and share a largely suburban character.

The area includes a mix of established single-family neighborhoods, newer residential developments, and smaller, more traditional residential enclaves, with Stow functioning as the primary commercial and civic center and Munroe Falls maintaining a quieter, predominantly residential profile.

The community offers access to a range of local amenities, including retail corridors, restaurants, community facilities, and public parks, as well as nearby regional assets such as the Cuyahoga Valley National Park and the Ohio and Erie Canal Towpath Trail.

With highly regarded schools, easy access to Akron, Kent, and Cleveland, and a balance of natural beauty and modern conveniences, the Stow–Munroe Falls area provides an attractive place to live, work, and connect.

SMFPL AT-A-GLANCE

Mission	The mission of the Stow-Munroe Falls Public Library is to provide the community with resources and opportunities for life-long learning that support intellectual freedom, curiosity, and creativity.
Strategic Plan	A new strategic plan begins in January 2026 and continues through 2029. You can find the new strategic plan here .
Staff	The staff is comprised of 43 employees and an FTE count of 35.63
Board	A seven member Board of Trustees provides oversight, guidance, and support to the Library and its Director.
Budget	The annual budget is \$3,600,000. Funding sources include the State of Ohio Public Library Fund, property taxes, gifts, and donations.
Foundation	The Stow-Munroe Falls Public Library Foundation was incorporated in 1994 as a non-profit, tax-exempt 501(c)(3) organization. The Foundation's mission is to provide funds for significant projects that enhance the mission of the library and to build an endowment that will carry on the legacy of the library.

SMFPL AT-A-GLANCE

Friends	<p>The purpose of this organization is to maintain an association of persons interested in books, libraries and literacy; to focus public attention on library functions and services; to facilitate donations of books and other materials; and to encourage donations and bequests to the Friends of the Stow-Munroe Falls Public Library endowment fund.</p> <p>The Friends of the Library conducts book and puzzle sales throughout the year. In addition to the semi-annual sales, the Friends of the Library offers a daily book sale during regular library hours in the first-floor lobby.</p>
Impact	<p>As of December 2025:</p> <ul style="list-style-type: none">• Total circulation: 752,865• Total door count: 159,574• Total programs: 7,210• Total program attendance: 41,907



THE ROLE

Library Director



SUMMARY

The Library Director reports to a seven-member Board of Trustees, guides a dedicated staff of 43, oversees a \$3.6 million operating budget, and is responsible for the overall daily operation and oversight of the library's departments, collections, services, programs, and facilities.

The Library Director is tasked with nurturing positive and meaningful professional relationships with the SMFPL's Board, staff, and patrons. Also, as the chief representative and face of the library system, the Library Director represents the library in the industry and community by making presentations, serving on boards and committees, and seeking opportunities to enhance the Library's visibility as a vital community partner and resource.

In addition to organizing, directing, and evaluating all library functions, operations, and activities, the Library Director will prioritize implementation of the new strategic plan, budget planning, resource management, fundraising, civic engagement, staff development and succession planning, and championing diversity, equity, accessibility, and inclusion.

RESPONSIBILITIES AND EXPECTATIONS

Leadership and Management

- Provides strategic direction, coaching, and performance management to staff, aligning individual efforts with organizational goals.
- Oversees the selection, implementation, and training related to essential library technologies to enhance operational efficiency.

Community Engagement

- Maintains active visibility within the library and broader community, ensuring consistent and open communication.
- Represents the library positively, demonstrating welcoming and helpful behavior in all interactions.

Fiscal Operations

- Collaborates closely with the Fiscal Officer to develop and manage the library's annual budget effectively.
- Implements strategic fundraising initiatives, including levy campaigns, grants, and donor engagement to secure additional funding.

Organizational Partnerships

- Cultivates relationships with local organizations, educational institutions, and government agencies to expand library services and community impact.
- Actively participates in strategic collaboration to leverage resources, enhancing visibility and support for the library's mission.

Personnel Management

- Supervises direct reports across various departments, fostering professional growth and addressing staff well-being proactively.
- Collaborates with the staff to ensure a supportive, inclusive, and secure workplace environment.

Policies and Procedures

- Partners with the Board of Trustees to develop and implement library policies, strategic initiatives, and core organizational values.
- Ensures ongoing compliance with applicable local, state, and federal laws, providing staff training to uphold standards.

Project Management

- Defines clear objectives, allocates resources, and manages timelines effectively to deliver library projects successfully.
- Coordinates internal teams, monitors risks, and evaluates outcomes to ensure projects align with strategic organizational goals.



EDUCATION AND EXPERIENCE

- A Master's degree is required. A Master of Library and Information Science [MLIS] is preferred.
- Seven or more years of relevant organizational or departmental leadership experience in a mission-based organization is required.
- Experience in leading, hiring, training, developing, supervising, and evaluating staff is required.
- Experience in community engagement, collaboration, and advocacy [i.e., working and partnering closely with civic/community partners, local businesses, government officials, and other key stakeholders] is required.
- Experience providing strategic financial oversight and managing budgets in alignment with organizational goals is required.
- Experience reporting to a Board and/or working as part of a senior management team is required.
- Experience with facilities improvement/capital project management is preferred.



Stow • Munroe Falls Public Library

Read. Dream. Connect.



THE SUCCESSFUL CANDIDATE WILL POSSESS THESE QUALITIES AND BEHAVIORS

- **Adaptability**
- **Advocacy**
- **Communication**
- **Community Engagement**
- **Customer Service**
- **Delegation**
- **Equity, Diversity, Inclusion**
- **Ethics**
- **Facilitation**
- **Innovation**
- **Intellectual Freedom**
- **Leadership**
- **Organizational Awareness**
- **Patron Awareness**
- **Personal Organization**
- **Problem-Solving**
- **Safety and Security**
- **Staff Development**
- **Strategic Planning**
- **Teamwork**



COMPENSATION AND BENEFITS

A generous compensation package includes a competitive starting pay range of **\$90,000 to \$110,000**; earned time-off allowances; medical, dental, and vision insurance. Retirement benefits include participation in the Ohio Public Employees Retirement System [OPERS] public pension plan.



BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Ohio Deferred Compensation plan
- Ohio Public Employees Retirement System [OPERS]
- A solid commitment to continued professional development

INTERESTED? GET IN TOUCH

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