Sno-Isle Libraries Executive Director Search

A GREAT PLACE TO LIVE AND WORK

Sno-Isle Libraries serves a 2,260-square-mile area in northwestern Washington’s Snohomish and Island counties. These two beautiful counties are located north of Seattle. They stretch from Puget Sound on the west to the foothills of the Cascade Mountains on the east.

With a temperate climate and lush environment, this is a great place to visit and live. Mount Baker, Mount Rainier, Whitehorse Glacier, the Ice Caves, the Centennial Biking Trail, and too many forest trails and streams to list beckon kayakers, hikers, skiers and other outdoor enthusiasts.

Sno-Isle Libraries serves nearly 750,000 residents, which makes it the second-largest population of any library district in the state. More and more high-tech career and immigrant families are being drawn to the area.

Snohomish County is part of the greater Seattle metropolitan area and reflects a richly diverse urban, rural and multicultural suburban experience. The increasingly diverse communities served include the Tulalip Tribes of Washington and the Stillaguamish Tribe. More than 80 languages are spoken in some of the K-12 school districts within the area. The library district includes high technology, bio-tech and aviation industrial centers as well as suburban retail centers, performing arts centers, theaters, and museums, and excludes the cities of Everett, Bothell and Woodway.

Island County is comprised of Whidbey and Camano islands where residents and visitors enjoy a slower pace marked by lovely bays and beaches, woodland farms and pasturelands, historic towns, art galleries and smaller rural communities nestled beside the waters of the Puget Sound.

Ferry and rural highway connections to the mainland make transportation easy, especially for those assigned to the U.S. Naval Air Station at Oak Harbor.

Higher education opportunities within the library district include Washington State University-Everett, University of Washington Bothell, Central Washington University-Lynnwood, Edmonds Community College, Everett Community College and Skagit Valley College-Oak Harbor.
THE LIBRARY DISTRICT
With roots dating back to 1944, Sno-Isle Libraries is committed to serving Snohomish and Island counties through community libraries, mobile services and a wide range of digital services. The library district’s dedicated staff provides positive and welcoming experiences to all customers, both online and in person. This team of almost 500, plus 650 volunteers, provides world-class library service.

Governance
Sno-Isle Libraries is directed by a seven-member Board of Trustees that provides oversight to the independent taxing district. Trustees are volunteers appointed by county governing boards.

2017-2019 strategic priorities:
■ Increasing kindergarten readiness in language and literacy
■ Building civic engagement to address community issues
■ Strengthening our economy by supporting entrepreneurs and small business owners

While each of Sno-Isle Libraries’ 23 library communities receives core services, every library reflects the distinct personality and needs of the community it serves. Two sites, Mariner Library and Lakewood/Smokey Point Library, were recently opened as demonstration libraries to meet and explore needs in underserved communities.

Recognition and awards
Sno-Isle Libraries anticipates changes in technology and customer needs and evolves with innovation and imagination. Two recent awards reflect local and international recognition of Sno-Isle’s strategic focus on providing opportunities for citizens to share diverse points of view and engage in conversations around important and relevant ideas and topics. They are:

■ Innovation Program Award, March 2018 from Verdant Health Commission for the library’s Issues That Matter community forums.
■ Top Innovator award in 2016 from the Urban Libraries Council for the first TEDxSnoIsleLibraries (a “library without walls”) event.

Additional awards reflect Sno-Isle Libraries’ emphasis on partnerships:
 ■ Humanities Washington Award in 2016 for ongoing participation with that state agency’s programming and support of authors and arts in Washington.
 ■ Community Leadership Award, 2017, from the Washington Association of School Administrators for many collaborative efforts with local school districts.

Additionally, the library district has enjoyed 31 years of clean audits by the State Auditor’s Office and continues to focus on financial accountability and environmental stewardship.

Sno-Isle Libraries by the numbers, 2017

<table>
<thead>
<tr>
<th>Libraries</th>
<th>23</th>
</tr>
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<tbody>
<tr>
<td>Population served</td>
<td>750,000</td>
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<tr>
<td>Cardholders</td>
<td>494,000</td>
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<tr>
<td>Operating budget</td>
<td>553 million</td>
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<tr>
<td>FTE staff</td>
<td>366</td>
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<tr>
<td>Total staff</td>
<td>499</td>
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<tr>
<td>Materials budget</td>
<td>56 million</td>
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<tr>
<td>Items in collection</td>
<td>1.2 million</td>
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<tr>
<td>Items checked out</td>
<td>5.9 million</td>
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<tr>
<td>Book, audiobook downloads</td>
<td>1.45 million</td>
</tr>
<tr>
<td>Library visits</td>
<td>3.4 million</td>
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<tr>
<td>Classes and events</td>
<td>7,156</td>
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<tr>
<td>Classes / event attendance</td>
<td>221,080</td>
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<tr>
<td>Hours spent on library computers</td>
<td>420,000</td>
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<tr>
<td>Devices accessing library Wi-Fi</td>
<td>150,000</td>
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<tr>
<td>Explore Summer Program participants</td>
<td>14,906</td>
</tr>
<tr>
<td>Schools competing in 3rd Grade Reading Challenge</td>
<td>51</td>
</tr>
<tr>
<td>Children ages 0-5 who attended a storytime</td>
<td>60,901</td>
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</tbody>
</table>

Learn more about the library at sno-isle.org
LIBRARY FOUNDATION
AS PARTNER

The nonprofit Sno-Isle Libraries Foundation funds innovative programming in libraries throughout Snohomish and Island counties.

The Foundation helps bring library services to underserved communities. In the past year, the Foundation has provided funding for the new Mariner Library between Lynnwood and Everett, and the new Lakewood/Smokey Point Library, north of Marysville, where populations have grown in recent years.

The Foundation supports Sno-Isle Libraries’ commitment to early literacy with funding for programs such as the Rockem-Sockem, Third Grade Reading Challenge. This literary trivia competition program involves more than 200 teams of 5,000 students from 50 schools annually and culminates in an unforgettable, high-energy book knowledge quiz bowl in a performance arts center. The objective is to help third graders improve their reading skills, learn teamwork, and discover the joy of reading. In 2018, the Foundation is also funding a kindergarten readiness program to help prepare children for a lifetime of literacy.

Community engagement is another priority. The Foundation was the founding sponsor of TEDxSnolsleLibraries, which since 2015 has engaged more than 765,000 people who attended an event or watched a posted talk online. The Foundation also supports the Issues That Matter series, which since 2010 has provided a neutral, civil environment in which residents and experts can discuss the issues facing their communities, such as marijuana legalization, homelessness, mental health, teen suicide, and end of life care. In 2017 and 2018, more than 20 of these forums will have brought together people throughout the library district.

The Sno-Isle Libraries Foundation also provides book kits, STEAM (science, technology, engineering, art and math) programming and summer reading activities for students. In the past two years, the Foundation has received the Washington Library Association Foundation Merit Award and the Partner of the Year Award from Leadership Snohomish County.

Sponsored events

TEDxSnolsleLibraries presentation

Attending a STEAM activity class

Author event draws a crowd
THE POSITION
The Executive Director is responsible for the management of the district in accordance with the policies established by the Board of Trustees. He or she recommends policy to the Board and implements administrative procedures and Board-approved policies to carry out the District’s mission.

The Executive Director leads the executive team and an engaged, talented staff. She or he also represents the District to local governments, civic and community organizations, professional associations, and residents.

The complete job description is available online at: https://sno-isle.org/executive-director/job-description

Responsibilities and challenges
■ Communicate the importance and value of library service in the digital age and increase public awareness of services the library provides
■ Develop new or improved service models that effectively align staffing and compensation with the library’s service priorities
■ Encourage and support staff in their efforts to develop new and innovative programs to serve local residents
■ Create an environment of understanding and respect and the fostering of diversity in service, staffing, and collections and displays
■ Continually transform the Library to meet the changing needs of our users and communities
■ Foster an environment where innovation and excellence thrive
■ Mentor and coach staff to prepare them to assume leadership positions
■ Deploy technology that improves the customers’ experiences
■ Lead efforts to increase funding to the independent taxing district through periodic levy elections
■ Implement Capital Facilities Plan
■ Update and implement Strategic Plan

QUALIFICATIONS
Minimum qualifications include an MLS or equivalent and certification by the Washington State Board for Certification of Librarians, or the ability to obtain certification at time of appointment.

Highly qualified candidates will have:
■ 7 years of progressively responsible library management experience
■ Management experience in a public library system with multiple sites
■ Experience providing library service to diverse communities, including rural populations

COMPENSATION AND BENEFITS
The District will offer an attractive and competitive salary, negotiable from $170,000, commensurate with the qualifications and experience of the selected candidate. In addition, a robust benefits package will be provided that includes medical, dental, vision, and life insurance coverage, as well as competitive paid time off plan and a retirement plan.

Additional information about compensation and benefits can be found at: https://sno-isle.org/employment/benefits

Mill Creek Library teens and staff
THE IDEAL CANDIDATE

An innovative and visionary leader
- Creates and nurtures an environment in which excellence and innovation thrive
- Develops and communicates a compelling vision of a modern public library, with services and programs that enhance our diverse communities
- Leads and manages change
- Continuously works to improve the customer experience by identifying and developing excellent staff and implementing new services and technology
- Supports and commits to the work of the Library Foundation on both a professional and personal basis
- Anticipates and plans for the evolution of libraries and technology and develops strategies to accomplish new programs and services
- Has a proven track record of fostering continuous improvement including alternative service delivery initiatives
- Thinks strategically and makes sound decisions
- Challenges the conventional wisdom and seeks creative alternatives
- Exhibits intellectual curiosity and demonstrates a commitment to personal lifelong learning

A communicator
- Provides timely, accurate, and relevant information on critical issues to the Library Board, library staff, colleagues, and the public
- Develops and communicates a shared vision of library services
- Serves as an effective, visible library spokesperson in the community
- Communicates openly, clearly, logically, and concisely
- Has a sense of humor
- Is an attentive and respectful listener
- Is a passionate and effective advocate for Sno-Isle Libraries and its communities
- Interacts effectively with the media

A community builder
- Works collaboratively with the Library Board, library staff, the Friends and Foundation, local government officials and key stakeholders to chart and execute the library’s mission
- Has a high level of political astuteness in working with both elected and appointed officials at all levels of government and other key community stakeholders

A strategic thinker
- Has a track record in strategic planning and plan implementation
- Is a creative problem-solver
- Has a knowledge of current trends and best practices in libraries

A relationship builder
- Demonstrates cultural competence and has a history of responsiveness to the varied needs of community residents, library users, and library staff
- Acts with a high level of integrity and develops relationships based on dependability and honesty
- Works successfully with local leaders in nonprofits, education, local elected officials and businesses
- Is customer service-oriented
- Is active in professional and civic organizations

Marysville Library family tech fun
HOW TO APPLY

To be considered for this exceptional opportunity, please forward a letter of interest addressing why you are the ideal candidate, plus a résumé and contact information for a minimum of three work-related references to June@JuneGarcia.com

Applications received by July 1, 2018 will receive first consideration, but the position is open until filled.

A background check will be completed on the preferred finalist. Prior authorization of the finalist will be obtained.

Inquiries are welcome. Please contact:
Susan Kent
(323) 371-2082 or skent@mac.com

June Garcia
(303) 522-2225 or June@JuneGarcia.com

A respected administrator

- Demonstrates both outstanding management skills and adept collaboration skills with the Board of Trustees
- Makes wise, fair, and timely decisions based on solid facts
- Engages effectively with staff in all departments of the library
- Cultivates an atmosphere of attention to excellence, diversity, collegiality, and professional development
- Demonstrates a track record of effective fiscal management and short- and long-term budgeting and capital planning
- Understands and uses effective measurement and evaluation methods

SELECTION PROCESS AND TIMELINE

The selection process will be overseen by a three-member Search Committee of the Board of Trustees with the assistance of Library Strategies International LLC.

The following timeline has been established:

Applications due: July 1, 2018
Semi-final interviews: July 26-27, 2018
Final interviews: August 15-17, 2018

The Search Committee will conduct the semi-final interviews via Skype or another similar technology. It is anticipated that each interview will last 45 minutes.

The final interview process will consist of a variety of activities, including but not limited to: tours of selected library facilities, meet-and-greet sessions with library staff and community stakeholders, and a formal interview by the Board of Trustees. All finalists will be onsite at the same time.

It is the intent of the Board of Trustees to keep the names of applicants confidential. The names of the finalists will be released one week before the final interviews.

Scenic photos courtesy of the Snohomish County Tourism Bureau and Washington State Parks
Values
We believe in:
• Each individual’s right to free and equal access to information and ideas
• The worth and appreciation of diverse points of view
• The value of individuals, community, and culture
• The importance of innovation in meeting evolving customer needs and expectations
• Accountability for the public’s resources

Purpose
We foster a literate and informed citizenry by:
• Providing equal access to the library and its resources for all
• Championing early literacy
• Supporting lifelong learning
• Providing space to think, meet, work, and create
• Convening people for public discourse

Core Services
In keeping with our values and purpose, we:
• Sustain a diverse collection of materials in various formats
• Lend library materials
• Connect readers with books
• Provide access to computers and connectivity
• Deliver expert information and research assistance
• Present programs addressing community needs and interests
• Maintain safe, welcoming spaces

2017-2019 Strategic Priorities
We will concentrate on:
• Increasing kindergarten readiness in language and literacy
• Building civic engagement to address community issues
• Strengthening our economy by supporting entrepreneurs and small business owners

Our mission is to be a community doorway to reading, resources, and lifelong learning, and a center for people, ideas, and culture.