



BERKELEY
PUBLIC
LIBRARY



Berkeley Public Library
The Director of Library Services



The Library

Since its establishment in 1893, access and professional assistance to information have remained at the core of the services offered by the Berkeley Public Library. The Library remains a prominent player in Berkeley's continuum of learning and inspiration, providing the books, magazines, movies and music people want in the ways people want them – both traditional formats and online from our growing digital collection. We are, and will continue to serve as, a sustainable and sustaining resource by feeding local creativity, preserving our collective history, nourishing the arts, supporting small businesses and job seekers, ensuring continuity in our commitment to service, and providing a much needed comfortable place in the community where everyone may enrich their lives.

The Staff

The Central Library, its four branches and tool lending library are staffed by a highly skilled, creative and diverse group of individuals totaling more than 113 FTE. Professional and Technical support staff provide service to patrons in Children's, Teen, Adult and Circulation services. The Library also has its own dedicated Information Technology and Technical Services divisions as well as a handy maintenance staff devoted to the upkeep of our wonderful facilities.

Services and Programs

In FY 2014, the Central Library, four neighborhood branch libraries, and the Tool Lending Library welcomed approximately 1.3 million visitors. Staff issued 109,078 new library cards, which featured five new designs. Many of those new cards were used to check out materials from our physical collections of books and media, which circulated 1,973,998 times. Our

libraries feature over 120 free public-use computers and WiFi, the Library continues to offer unrestricted access to the Internet. This was further expanded with the introduction of laptop and tablet lending programs. Daily, the Library sponsors or hosts a diverse program of activities and events with appeal to all age and interest groups. Our dedicated staff answered 320,385 reference questions – a 66% increase since 2013. On any given day there is likely to be a film, seminar, lecture, or children's program going on somewhere in the Library.

Programs:

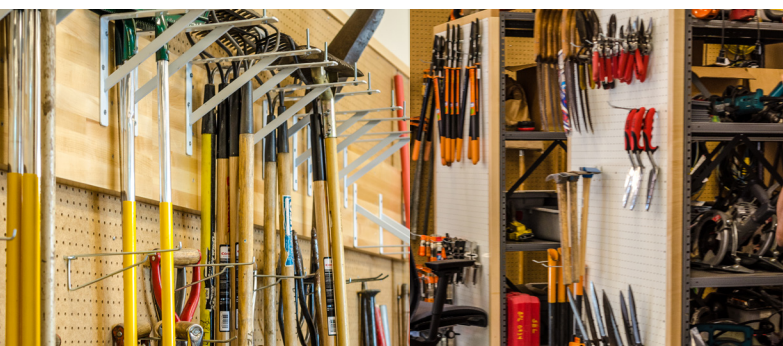
In 2014, the Library sponsored nearly 2,000 events, while we saw an increase in program attendance across all age groups, pre-schoolers were the highest attendees. The 25,000 attendees at preschool programs represented 49% of our total program attendance. Our tradition of free concerts, photography and art exhibits, events highlighting regional gastronomy and numerous crafting workshops continue to draw large audiences to the Library and staff collaborations with local organizations like the Alameda County Small Business Development Center which offers workshops geared to small business owners and the Women's Plumbing Center which provides hands-on experience to 75 participants to learn how to handle common plumbing issues. Many of these events were developed specifically for children and teens helping to educate and inspire Berkeley's young people such as our 2014 Summer Workshop for teens which brought three published writers to the Library to lead 90-minute writing workshops. Thirty teens attended the three workshops and 70% of the 132 participating summer reading program teens were enrolled at Berkeley High School.

Literacy:

The Library's literacy program offers a variety of services such as one-on-one tutoring with trained volunteers, family literacy programming for students with small children, computer-assisted learning, and small group instruction.

Tool Lending Library:

Located adjacent to our South Branch library, the Tool Lending Library established in 1979 allows Berkeley residents to check out thousands of tools including: weed eaters, cement mixers, sanders, table saws and more for free. A dedicated staff provides plenty of knowledgeable and friendly advice to help patrons get the job done right. Additionally, a sizeable collection of helpful how-to books, videos and DVDs on construction





projects, gardening, plumbing and electrical work is available. It's no surprise that this heavily-used resource is considered a jewel by Berkeley residents.

Branch Libraries

After California's Proposition 13, Berkeley was one of the first communities to pass a tax specifically for the public library operations, including materials and staff. Since then, residents have repeatedly voted to renew this tax. In 2008, voters approved Measure FF, a \$26 million bond measure limited to renovation, construction, seismic, and disabled access improvements, and expansion of program areas at the City's four neighborhood branch libraries.

By the end of 2013, all four branch libraries were open and offering full public library services. The West branch has been nationally recognized for its cutting edge sustainability design and operations.

The Berkeley community is very supportive of an active independent library system as demonstrated by the Branch renovations projects.

Board of Library Trustees

The Berkeley Public Library is governed by a Board of Library Trustees [BOLT], the only appointed administrative Board in the City. The Board consists of five Berkeley residents; one member of the Board must also be a member of the City Council. Members of the Board are appointed for four year terms by the City Council as a whole.

Foundation and Friends

The Berkeley Public Library also enjoys support from Library-related auxiliary organizations. The Berkeley Public Library Foundation was established in 1997. Its mission is to raise funds to support and enhance the facilities, programs, and services of the Berkeley Public Library. Since inception, the foundation has continued to raise funds for various Library projects. The Foundation's Neighborhood Libraries Campaign recently raised over \$3 million to assist with the Branch Library renovation program.

The Friends of the Berkeley Public Library, established in the 1950's, is a non-profit membership organization dedicated to enhancing the Berkeley Public Library through fundraising and advocacy efforts. The Friends operate two used bookstores. Proceeds from the sale of books, plus memberships and donations, support library programs and events.

The City

The City of Berkeley, located on the east shore of the San Francisco Bay, offers its 120,000 residents one of California's most interesting and diverse living areas. The population is highly educated and ethnically, economically, socially and politically diverse. Berkeley is noted for its activism and community involvement. Additionally, Berkeley has an outstanding public school education system that receives tremendous support through a parcel tax since 1986.

Berkeley has a wealth of cultural life, and there is much to enjoy within the City's few square miles. The public marina, panoramic bay views,

international shops and restaurants, arts / theater district, and the UC Berkeley campus are but a few of its attractions. Berkeley's beautiful setting, pleasant climate, and recreational and cultural activities offer a wide variety of leisure opportunities.

The Position

The Director of Library Services serves as the chief executive officer of the Library. The position is appointed by and reports directly to the Board of Library Trustees, and is responsible for directing the day to day operations, and the planning, administration and evaluation of all public library services and programs. The Director directly leads a management team of six and oversees the annual budget of \$18 million. This position reports to the governing Library Board, which approves all policies, budgets, expenditures over a certain amount. The Library Director serves and will work closely with the Library Board on all matters of library operations.

Major responsibilities include:

- Developing and recommending policies for approval to the Board of Library Trustees;
- Establishing and directing the implementation of goals, objectives, policies, procedures, and service standards for the library;
- Evaluating the effectiveness of library services and programs in meeting community needs;
- Directing the preparation and administration of the library's budget including recommending applications for public and private funds for Library programs;
- Keeping the Board informed on the financial condition of the Library;
- Working collaboratively with the Board, other City Departments, Library support groups, library staff and other key stakeholders to achieve the library's mission, goals and objectives;
- Supervising and evaluating the activities of professional staff;
- Interpreting Board and City policies and procedures to the Library staff and community;
- Creating and maintaining an environment where service excellence, accountability and innovation thrive;

- Directing analytical and management studies; reviewing reports of findings, alternatives and recommendations; monitoring developments related to library operations, evaluating their impact and recommending improvements.

Key Priorities for the Director of Library Services to accomplish:

- **Strategic Plan Implementation:** In January 2014, the Library commenced a year-long, community-driven information gathering and strategic planning process by engaging and conversing with Library staff, patrons, key neighborhood stakeholders and the general community to identify and prioritize services, resources and ambitions in 2015 - 2018. The new library director will continue to move the goals and objectives of the plan forward.
- **Organizational Assessment:** Assess, recommend, and implement strategic organizational changes that will take the library's management infrastructure and operations to an enhanced level of service and efficiency.
- **Enhance Library Work Culture:** Create a communicative and cohesive work culture that is data driven, community/public service centered, and promotes a healthy work environment which focuses on building a best in class library system. Respect, cooperation, community collaboration, trust, and accountability are the adopted key best practices and are modeled by all employees.

The Ideal Candidate

The ideal candidate is a public library leader; thoughtful administrator with an inclusive and decisive leadership style, strong interpersonal, and communication skills, and is adept at handling a wide variety of situations with diplomacy and tact who:

- Demonstrates cultural competence and has a track record of responsiveness to diverse community residents, library users, and library staff;
- Relies upon and values staff's technical expertise; Is results and mission driven;
- Skilled in strategic plan implementation from concept to completion;
- Experienced in leading and managing organizational and culture change;
- Forward thinking and has a positive track record in implementing appropriate but innovative programmatic and administrative solutions that improve the customer experience and staff efficiency;
- Strong background and effective experience in management - labor relations. Has proven ability in handling complex labor relations issues and highly skilled and comfortable working in a strong unionized environment, with a successful track record in negotiating, communicating and working with union leadership;
- Is a present/hands-on leader and relationship builder;
- Consensus/bridge builder;
- Possesses "thick skin," values and appreciates diversity of thoughts and opinions, and has a high degree of emotional maturity;
- Politically astute, including social politics.



Professional Qualifications

Equivalent to graduation from a college or university with a Master's degree in Library Science or a closely related field and eight (8) years FTE of management, supervisory or administrative experience which has included at least four (4) years FTE of administration of library programs and services and four (4) years FTE of supervising professional staff through subordinate supervisors. Urban Public Library experience is highly desired.

Compensation & Benefits:

The position offers a competitive salary and benefits package, commensurate with experience, knowledge and skills.

Application Process

The Director of Library Services recruitment is being conducted on a national basis by The Hawkins Company. The Hawkins Company will review all written materials submitted, and will screen and evaluate all candidates. The most highly qualified candidates will be invited to participate in an on-site interview.

To be considered, please submit your resume and cover letter with current salary information electronically to librarydirector.berkeley@thehawkinscompany.com. Resumes received by July 15, 2016 will receive first consideration. The position is open until filled.

All questions must be addressed to The Hawkins Company. For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com or Mr. Bill Hawkins at 310-348-8800, bill@thehawkinscompany.com.

Berkeley Public Library is an Equal Opportunity Employer



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