



EXECUTIVE DIRECTOR

Southern California Library Cooperative





The Organization

Originally founded in 1966, the Southern California Library Cooperative (SCLC) is a dynamic and expanding consortium of 40 independent city, county, and special district public libraries located in Los Angeles and Ventura Counties, which cooperate in providing library service to residents of the participating jurisdictions. As a cooperative under the California Library Services Act (CLSA), SCLC receives funding for resource sharing and cooperative activities from the California State Library and California Library Services Board.

Formed as a Joint Powers Authority, SCLC brings together 40 member libraries. The 40 directors of these libraries make up the administrative council. Directors serve on the eight-member executive board via rotation. SCLC serves as a resource-sharing network and as a means for enhancing the level and diversity of resources available to library users. SCLC shares resources through reciprocal borrowing privileges for library customers and the delivery of requested and returned materials throughout the region. More recently, SCLC has also maintained a digital content management solution for participating libraries, sponsored shared programming, and maintained shared database licensing.

The SCLC office is located at the Glendale Central Library and is supported by an annual operating budget of \$4.9 million and five (5) full-time staff members. Funding for SCLC is derived from three primary sources: CLSA funding, membership dues, and indirect and staffing fees from administering grant projects. Additional revenue is generated by providing administrative and fiscal services for four other CLSA systems (Orange, Riverside and San Diego Counties, along with one cooperative made up of five more rural counties in Central California). SCLC member

libraries represent 255 outlets across Los Angeles and Ventura Counties in a vast and diverse region of more than 10 million residents. Member libraries combined with the other cooperatives results in SCLC providing services to more than 20 million residents. Thus, the Executive Director has the potential to have a significant positive impact on the lives of many Californians.

Our Vision
We are developing and delivering a uniform message of values and facilitating collaboration to build capacity to serve the public through operational and financial sustainability.

This is an exciting time for SCLC and its member public libraries as they emerge from the pandemic and move to finalize and adopt their new strategic plan. For the past six months, SCLC has been engaged in a process to develop a three-year strategic plan to guide the organization from 2022-2025. In November 2021, SCLC contracted with consultants BerryDunn, who conducted research, engaged stakeholders in the process and developed a draft plan.

Building upon input from the Administrative Council, plus focus groups and surveys, the Strategic Plan is in the final stages of approval and identifies the following **STRATEGIC PRIORITIES:**

- Serving as a resource nexus and connecting member libraries and their service populations with a wide variety of innovative, relevant, and high-value resources
- Communicating SCLC's operations and advocacy in a modern, timely, and effective manner



- Operating in a fiscally and operationally sustainable manner

Responsibility for carrying out the objectives of the Strategic Plan will rest with the Executive Director, working with the Administrative Council.

The Executive Director

The Southern California Library Cooperative seeks an Executive Director to serve under the general direction of the organization's Administrative Council and directly manage four staff members in serving the needs of member agencies. The Director is responsible for both the day-to-day administration of the Cooperative and its long-term viability. In addition to serving the 40-member JPA, the Executive Director will oversee operations for four contracted cooperatives that serve the public libraries of several counties in Southern and Central California and maintain a strong, cooperative relationship with the California State Library.



The Ideal Candidate

The Southern California Library Cooperative (SCLC) is seeking an energetic, dynamic, and creative professional with a passion for innovation, learning and community service to build a contemporary, member-focused organization. The ideal candidate will work with the Administrative Council and Executive Committee to develop a clear vision of SCLC as a service driven organization committed to providing a forum for member libraries to share resources, knowledge, and best practices while promoting the value of public libraries in our service area and communities.

The candidate selected will be an approachable leader and spend considerable time building relationships by proactively visiting member libraries and engaging with librarians or liaisons to fully understand member needs. To be successful, it will be important for the Executive Director to establish and foster a positive and collaborative working relationship with the Administrative Council and Executive Committee based on open and timely communication, transparency, mutual respect and trust.

Representing SCLC and its members on a statewide and national level, the ideal candidate must also have a track record of building strong regional and statewide relationships.

The Executive Director works under minimal direction from the Administrative Council and Executive Committee, requiring considerable initiative, self-discipline and judgment to make

decisions and develop ideas. In addition, the successful candidate will exhibit the following attributes and/or characteristics:

- A strong mentor and leader who values the input and expertise of staff and partners and fosters an internal culture of open communication, trust and accountability
- Solid business acumen regarding financial sustainability and return on investment analyses
- Demonstrated success in building mutually beneficial partnerships to generate diversified revenue sources beyond member dues and State/local grants
- Able to identify opportunities to promote library awareness and support, as well as motivate the public to visit libraries, through media, collective marketing and messaging
- Effective written and oral communicator who is proactive in anticipating information needs
- Works effectively with all stakeholders, demonstrating a blend of leadership presence and cooperative work style
- Demonstrated commitment to diversity, equity, inclusivity and access



Competitive candidates will possess a minimum of five years' management experience with associations, consortia, or governmental entities along with a Bachelor's degree. Master's degree, including MPA, MBA, JD, or MLIS, preferred. Experience with strategic planning, budget formulation and reporting, grant/contract management, preferably in a nonprofit institution or a consortia government entity will be considered favorably. Knowledge of, or a willingness to learn and adhere to, government-mandated open meeting and open records law is highly desired.

License Required: As this position requires travel by driving to the sites of member entities, possession of a valid California Motor Vehicle Operator's License or the ability to obtain one is required.



Compensation & Benefits

The salary range for the Executive Director is \$150,000 – \$175,000. Placement within the range will Depend on Qualifications and Experience (DOQE). In addition to salary, the compensation package is supplemented by a generous benefits package that includes:

Flexible/Hybrid Work Schedule available – The Executive Director is expected to initially spend two days per week onsite at SCLC or visiting member library directors during the first year of employment. After the first year of employment, the SCLC Chair may consider a reduction in onsite work to one day per week.

Retirement – The retirement benefit is provided through CalPERS with a retirement benefit formula of 2% @ 55 for Classic members or 2% at 62 for New members as defined by PEPRA, subject to the limitations set by PERS. Both the Cooperative and the employee contribute toward CalPERS retirement contributions. The Cooperative participates in Medicare.

Health and Dental Insurance – The Cooperative offers health insurance through CalPERS with a monthly allowance of \$838 toward the cost. If the monthly premium is less, the difference is placed in a 457-plan account for the employee. Cooperative pays full cost of dental and vision insurance for employee. Dependents and other eligible family members can be added at the employee's expense.

Life Insurance – Cooperative paid life insurance; employee may subscribe to a voluntary supplemental program.

Long Term Disability – Cooperative paid long term disability insurance.

Vacation Leave – Initial annual accrual rate is 160 hours, up to a maximum accumulation of 240 hours.

Sick Leave – Annual accrual of 96 hours (with a maximum accumulation of 520 hours).

Personal Leave – 32 non-accrual leave hours are credited each year, with no carry over.

Holidays - 10 holidays per year plus an additional **two Floating Holidays**.

Professional Development– SCLC pays the Executive Director's membership dues in the California Library Association and American Library Association.

Vehicle Allowance – \$400/month.

Communications Allowance – \$150/month.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight PST on Sunday, September 11, 2022. To be considered for this opportunity, upload cover letter, resume and list of six (6) professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB & CO.

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to interview with the Cooperative in October. The Cooperative anticipates making an appointment shortly thereafter following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

Southern California Library Cooperative reserves the right to alter the interview and selection process in response to public health orders in relation to the COVID-19 pandemic



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