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# Anchorage Public Library

LIBRARY DIRECTOR SEARCH 2021



# LIVE, WORK & PLAY IN ANCHORAGE

Anchorage is a vibrant and growing city where you can live close to work, make a good living, develop a close circle of friends, and have a plethora of options for entertainment and outdoor activities.

Anchorage might appear at first glance to be a typical American city, but closer exploration shows some surprising facets of urban life in Alaska. The city's 290,000 human residents share their space with an estimated 1,500 moose, not to mention bald eagles, bears, beavers, Dall sheep, and the occasional lynx.

Nestled between the Chugach Mountains and Cook Inlet, Anchorage is filled with parks and trails. 10,946 acres of municipal parkland and 250 miles of trails and greenbelts to be exact. It is only a short drive or walk from just about anywhere in Anchorage to a trail or park.

While Anchorage is best known for trails and wildlife, it also has a strong cultural scene. Anchorage is home to the world-class Anchorage Museum and Alaska Native Heritage Center, and has a symphony and opera that predate statehood.

Any night of the week, you can find art shows, lectures, concerts, and more.

With an abundance of local seafood and produce, fresh ingredients go into a cuisine scene that covers familiar comfort food, Thai, Himalayan, Polynesian, German, and all points in between. There are also a dozen breweries, a cidery and a handful of distilleries filling glasses in Anchorage.

While our scenery and culture are noteworthy, it is the people who make Anchorage special. Our community is built upon the traditional homeland of the Dena'ina people who arrived in the area over a thousand years ago and continue to be leaders of our community. Today, members of other Alaska Native tribes live here as well; an estimated 7.27% of Anchorage's population identifies as Alaska Native.

People from all over the U.S. and the world call Anchorage home - some who've been here for generations and others who've only just arrived. Alaskans are friendly and have a strong sense of adventure and community. It's a place where neighbors look out for each other. A place you can call home.

*To learn more about Anchorage, please visit:*  
[anchorage.net/](http://anchorage.net/)  
[aedcweb.com/business/relocating-anchorage/](http://aedcweb.com/business/relocating-anchorage/)  
[anchoragemuseum.org](http://anchoragemuseum.org)  
[alaskanative.net/](http://alaskanative.net/)



Ken Graham Photography

# ANCHORAGE PUBLIC LIBRARY

This is an exciting time for the Anchorage Public Library! We have a small, but mighty staff with a ton of energy and passion for serving our community.

As a department of the Municipality of Anchorage, we serve a community of 290,000 with five locations from Eagle River to Girdwood (in a region the size of Delaware!).

APL is an asset to the community to build strong, educated people and is constantly evolving to meet our patrons' needs. Our programming is inclusive of all backgrounds, and the library is a place where people can meet others who are different from them, spreading ideas and cultures across different communities.

We have five locations: Gerrish (Girdwood), Muldoon, Mountain View, Chugiak-Eagle River and the main Loussac Library.



*Storytime at the Gerrish (Girdwood) Library*

Our departments include Patron Services, Collection Management Services, Youth Services, Adult Services and Administration.

## Our Team

- Staff: 61 FT, 28 PT = 76 FTE
- Library Advisory Board: 9 members - liaison between Library, Community, Mayor & Assembly
- Anchorage Library Foundation: long-term funding - capital projects & new initiatives. Donated \$211,000 in 2019
- Friends of the Library: immediate needs - materials & youth programs. Donated \$92,000 in 2019
- Volunteers & VolunTeens: 8K+ hours of service in 2019

## Our Mission

*Connecting people to education, information, and community*

## Our Values

*Access & equity  
Community  
Learning*

## Our Vision

*Our vision for Anchorage is an educated and connected community where our Library is an essential center for learning, inspiration, and community pride for people of all ages, backgrounds, and cultures.*

# APL 2019-21 STRATEGIC PLAN

The 2019-21 Strategic Plan focuses APL on core services and three community focus areas – **education & skills for life**, a **bridge to information and resources**, and **building community**. To carry out this plan, in 2019 the Library committed to a more intentional development of programs and services to ensure that all library activities strengthen core services and deliver outcomes in the three community focus areas.

The first step was to improve internal practices and infrastructure to ensure that we are adequately positioned to address the goals of the plan. This was accomplished by forming cross-departmental work groups to tackle projects such as internal communications, policy reviews, and staff training and development. Nine work groups undertook projects in 2019 with four new groups formed in 2020; over 35% of staff have participated in a work group.

## 2019-20 Highlights

The focus on internal improvements led to improved staff satisfaction scores, an organization-wide commitment to professional development and personal growth, and the achievement of many new practices that make APL a more efficient and enjoyable place to work. The Library has a strong, cohesive, and well-trained staff that consistently delivers high quality programs and services.

We've also made strides in our public-facing work - realigning community partnerships to better address our community focus areas, eliminating overdue fines as part of our equity and inclusion lens, and improving public communications to increase usage.



*Patrons in the new book section at Loussac Library*

## 2021 Goals

In 2021 we will focus on reintroducing services and programs, and respond to the educational and economic needs of the community during the pandemic recovery. We will also focus on meeting the technology needs of the unconnected in our community and continue our work to become more equitable and diverse.

## 2021+ Goals

- New Alaska Room at Loussac Library
- Grow materials budget to \$2M incrementally over next 4-5 years
- Equity, diversity and inclusion work
- Expand early literacy outreach to families most in need
- Create Downtown and South Anchorage express libraries
- Add staff positions to increase capacity:
  - Volunteer Coordinator
  - Branch staff to expand branch hours
  - Additional fundraising staff

# THE POSITION

The Director is responsible for developing, coordinating and administering the functions of the Anchorage Public Library, as well as carrying out substantive library program policy determination and its public advocacy.

- Plan, implement, direct, and evaluate all Library areas of activity
- Oversees personnel, financial management, library operations, promotion and community relations
- Develop and monitor operating and capital budgets, grant applications and gifts
- Work with Library support boards to solicit funding from other sources
- Develop policies and plans to address the needs of the Library
- Coordinate with Municipal agencies, Administration and community groups
- Represent the Library at the community, state and national level

## Compensation

This position is a Grade 23 Executive position that is appointed by the Mayor and subject to confirmation by the Anchorage Assembly. The salary range is \$71,390–\$126,072, commensurate with qualifications and experience. Robust benefits include medical, vision and dental insurance; employer contributions to the Public Employees Retirement Plan; personal leave; options for 401K, life insurance and disability.

## How to Apply

Submit a letter of interest and a resume to Christopher M. Schutte, Director of the Office of Economic and Community Development, at [Christopher.Schutte@AnchorageAK.gov](mailto:Christopher.Schutte@AnchorageAK.gov).

Prior to an executive being hired, the individual will have to submit a municipal employment application form including a resume describing relevant education, training and experience. Upon hiring, the resume shall become a public record and be included within the employee's personnel file.



*Anchorage kids love their library!*

## Qualifications

Minimum qualifications include a Master's degree in Library Science from an American Library Association accredited college or university and seven years of professional library experience, with three of those in an administrative capacity in a moderate to large library system. Highly qualified candidates will have:

- A second degree in Business, Public Administration or HR (Bachelor's or Masters) preferred
- Management experience in a public library system with multiple sites
- Successful experience with fundraising and library elections
- Experience providing library service to diverse communities

More information can be found under *About* at: [www.AnchorageLibrary.org](http://www.AnchorageLibrary.org)

# THE IDEAL CANDIDATE

## Committed to Staff Development

- Engages with all staff and empowers them to have a voice in the organization
- Creates a safe and trusting environment where staff feel valued as individuals
- Encourages innovation and excellence, while recognizing healthy boundaries
- Committed to consistent communication that is mindful, timely, accurate, and kind

## A Visionary Leader

- Has a true passion for libraries and can articulate an inspiring, yet grounded, vision of a modern public library
- Willing to reach out to others for help solving problems and finding answers
- Commitment to lifelong learning

## A Community Builder

- Takes a team-building approach, builds strategic partnerships, and engages with the community
- Demonstrates cultural competence and is committed to equity, diversity, and inclusion
- Experienced working with a diverse community with a broad range of needs
- Is an advocate for staff and the Library

## A Skilled Administrator

- Demonstrates a track record of effective fiscal, change, and project management
- Experienced in creating a positive people-centered, customer-service oriented culture
- Experienced in managing multiple branches in a diverse community
- Strong understanding and skills in technology and library automation systems
- Understands how to track and analyze data to make decisions and improvements
- Has experience with capital projects and renovations, as well as private fundraising



*APL staff are friendly and hardworking*

## Opportunities and Challenges

- Encourage and support staff development and foster leadership at all levels of the organization
- Uphold the Library's commitment to access and equity through the Library's Equity, Diversity and Inclusion initiative
- Provide vision and leadership for the 2019-21 Strategic Plan; anticipate and prepare for future community needs and technology
- Support efforts to secure Municipal bonds, private funding, and legislative grants for capital improvement projects
- Work with the community, Municipal Administration and Anchorage Assembly to secure operation funds for future goals
- Establish and nurture partnerships with local organizations, businesses, and community stakeholders to create a more engaged community