



Kitchigami Regional Library System

SERVING 5 MINNESOTA COUNTIES: BELTRAMI, CASS, CROW WING, HUBBARD & WADENA

Library Director

Position Profile

Location: KRLS Headquarters – Pine River, Minnesota

Salary Range: \$81,000 to \$115,000



Kitchigami Regional Library System provides quality library services and resources, responding to the diverse needs of individuals and communities.

Regional Library Systems

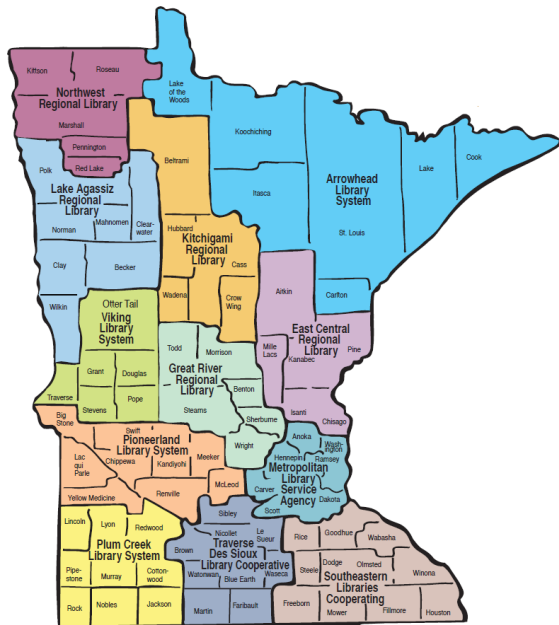
Regional Public Library Systems are multicounty service agencies organized under the provision of Minnesota Statutes sections 134, 317 or 471.59. These systems are formed under joint powers agreements between cities and counties. Regions and their branch or member public libraries provide free access to library services for all residents of the region without discrimination.

Through cooperation, shared services, and reciprocal agreements, library users have access to a wide range of public library services and resources within the region and statewide. Through system collaboration, communities develop libraries that capitalize on economies of scale providing greater effectiveness, improved quality, and access to more resources.

The directors of the systems come together regularly as the Council of Regional Public Library System Administrators (CRPLSA) to discuss commonalities among systems, identify potential collaborations, and work toward statewide goals.

The twelve regional public library systems have been designated by the Minnesota Department of Education as the agencies charged with strengthening, improving, and promoting public library services in their participating areas and are eligible for state funding including Regional Library Basic System Support, Arts and Cultural Heritage Grants, and Regional Library Telecommunications Aid.

Kitchigami Regional Library System (KRLS), a Minnesota Municipal Corporation, is an autonomous governmental unit created by a joint powers agreement between cities and counties that provides services in north central Minnesota in Beltrami, Cass, Crow Wing, Hubbard, and Wadena Counties. KRLS is fortunate to have an invested Board, good staff, and committed, professional branch leaders. The KRLS Headquarters is located in the City of Pine River, Minnesota.



KRLS Values & Vision

Value Statements

We Value:

- The freedom to read, to learn, to discover
- Service to the public
- Open access to information as fundamental to an informed population
- Our responsibility as a public institution
- Accountability to our cities, counties, and public
- Innovation and creativity
- Contributions of employees and volunteers
- Our responsibility to appropriately remunerate our employees
- Respect for each individual

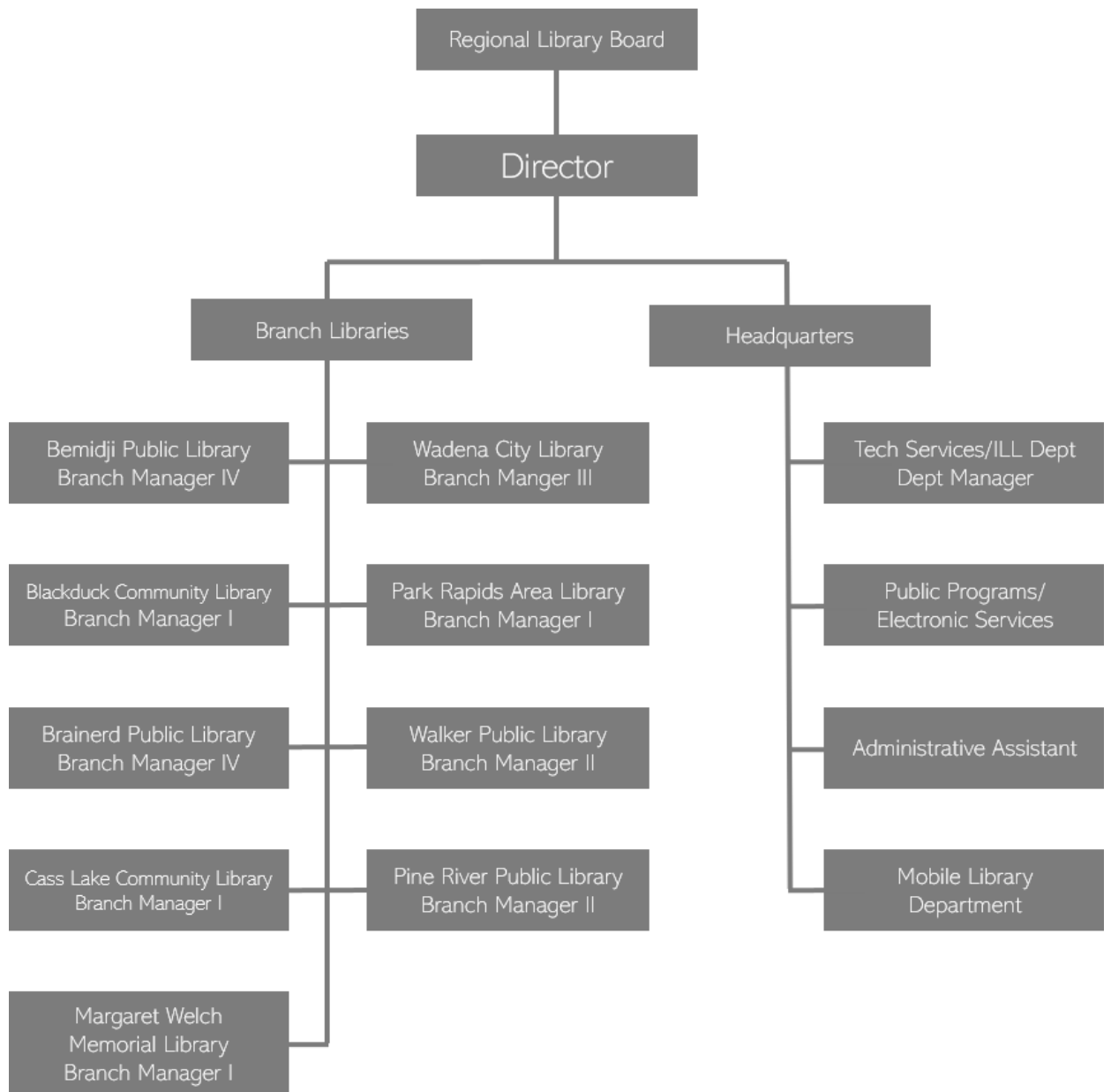


Vision Statements

- Will be a healthy organization with resources to fulfill everchanging goals
- Will be the heart of a community that is invested in the importance of libraries
- Will be viewed as the primary resource for ideas and knowledge
- Will be innovative in bridging the information gap
- Will strive to reach an appropriate match between community needs and library needs



Organizational Structure



Budget Information



	2021
Library Materials	459,825
Library Expenses	185,685
Technical Support	307,849
Vehicle Expenses	23,880
Mobile Library Expense	10,100
Building Expenses	40,200
KRLS Board/Regional Participation Expense	140,090
Agency Salaries	1,140,755.66
Regional Salaries	376,128.85
Benefits	487,194.48
Personnel Expenses	19,950
Other Expenses	12,000
Capital Expenditures	114,500
Total Expenses	3,318,157.99



Position Objectives

The Director serves as the Library's Chief Executive Officer reporting to the Regional Library Board. In this leadership role, the Director is accountable for the development and execution of strategies and initiatives with respect to Kitchigami Regional Library System programs, people, and resources that effectively advance the vision and goals established by the governing Board.



The position is accountable for directing all operations associated with the entire library system. In this capacity, the Director establishes strategic priorities and aligns operational goals and objectives with Board priorities. He/she ensures the effective execution of all initiatives and recommends policies and actions for Board approval. In addition, the Director establishes operational standards for the Library and determines programmatic and operational priorities through the development of short-term and long-term planning to address current and future Library service and program needs.

The Director works collaboratively with various committees, organizations, and communities to represent the Library in a wide variety of settings involving diverse stakeholder groups on issues pertaining to planning, design, programming, financing, policy, and legislation relating to library services and infrastructure. This is a complex position with accountability for meeting public demands for a high quality and responsive range of services in a fiscally constrained and increasingly complex environment.

The position requires a highly skilled service-oriented leader with excellent communication skills, resourcefulness, sound critical thinking, and problem-solving skills, project coordination, data management, and leadership skills.



Director Core Duties

- Provide background information relating to future vision, innovative programs, and service opportunities to aid in strategic planning with the governing board.
- Assemble necessary resources to solve a broad range of programmatic and service delivery problems in providing regional library services.
- Research trends and best practices, collect and analyze data, and develop recommendations, programs, and policy changes.
- Coordinate library services with other organizations to ensure efficient, effective, and collaborative service delivery.
- Resolve complex service issues and complaints with agencies, officials, and the public.
- Conduct ongoing evaluation of existing library programs, services, policies, and procedures including completion of an annual evaluation and assessment of programs, people, and processes that identifies short- and long-term objectives for consideration of the board.
- Relate library objectives to community needs and represent the library on community boards and committees.
- Develop and administer the library's overall public relations plan; prepare press releases and make presentations to community groups.
- Interpret and ensure compliance with pertinent Federal, State, and local laws, regulations, and policies.
- Maximize staff/team engagement, capability, and performance through effective training, coaching, and performance management.
- Ensure effective staff/team relations; create an ethical, non-discriminatory, and safe work environment; establish effective communication methods; identify and resolve problems, manage conflict, and promote engagement and collaboration throughout the library system.
- Manage, monitor, and measure work through application of data collection and analytics systems to ensure effective resource utilization and accomplishment of performance targets and programmatic outcomes.
- Evaluate resource requirements and assign and direct resources to ensure achievement of performance and productivity objectives.



Director Core Duties

- Prepare, review, and approve performance reviews, conduct performance discussions, and provide developmental feedback and coaching to ensure effective performance management.
- Oversee and participate with supervisors in staff selection and disciplinary decisions.
- Ensure compliance with applicable employment laws and personnel policies.
- Develop and oversee budgets that carry out the mission of providing high quality, fiscally responsible services to citizens and ensuring achievement of revenue and expense targets.
- Make budget presentations to funding authorities in conjunction with the Board. Prepare State, Federal, and private grant applications.
- Oversee the management of all accounts payable and accounts receivable, expense reporting, and related financial transactions to ensure appropriate financial controls and audits as well as compliance with generally accepted accounting practice and governing policies.
- Prepare and present comprehensive monthly and annual financial analysis and report to the Board for use in financial planning and the achievement of financial performance objectives.
- Manage accounts and investments according to Board policies.
- Negotiate bids and contracts for services.
- Responsible for monitoring and addressing office, building, and vehicle needs to ensure that adequate space, furniture, equipment, and transportation is provided and maintained for safe, accessible, and effective working conditions.
- Identify opportunities for technological improvements and engage stakeholders in strategic planning for technology advancement and utilization throughout the library system.
- Oversee the procurement and installation of new systems and ensure effective utilization of technology by all stakeholders.
- Provide leadership in the management and evaluation of the integrated library system as well as providing recommendations for upgrades.
- Provide training for member library staff and other stakeholders.



Director Core Duties

- Delegates responsibilities concerning the automation system to library staff.
- Develop extension programming and funding mechanisms to serve community needs.
- Ensure effective administration and deployment of extension programs.
- Manage financial and service performance of associated programs.
- Prepare and distribute Board agendas and associated materials in consultation with Board chair and attend all Board meetings and all standing and special committees of the Board.
- Promote processes that ensure collaborative communications with member library directors, library boards, and governmental bodies including local, county, and state elected officials.
- Represent the library with other governmental entities, legislative groups, community groups, and professional organizations.
- Represent the library to ensure appropriate outreach to local community services including educational institutions, senior services, and businesses.
- Coordinate the development, adoption, and communication of the library's legislative priorities in collaboration with the governing Board.
- Serve as an active member of the Minnesota Library Association (MLA) Legislative Committee.
- Provide professional and technical assistance to member libraries.
- Develop programs to publicize and promote system services.
- Represent the system to outside agencies and the public.
- Maintain active membership in professional state and national library organizations.
- Participate in various projects as assigned as project manager and/or participant.
- Ensure application of effective project management practices.
- Ensure effective achievement of project goals and objectives.
- Perform all other related assignments as required including special project assignments in a professional and effective manner.



Director Attributes & Goals

Desired Attributes

- Knowledge and management experience in the Minnesota Regional Library System.
- Have knowledge and experience in financial processes and management.
- Have working knowledge of and experience in human resource functions.
- Have excellent communication skills.
- Have demonstrated leadership skills and abilities.
- Be able to effectively address complex organizational management challenges.
- Understand the unique qualities and variations throughout the library system.
- Be an effective listener.
- Have demonstrated abilities in working with boards.
- Recognize and appreciate everyone in the organization while being an effective team builder and team leader.
- Understand and appreciate the ways technology can enhance and improve library services.
- Understand, appreciate, and value life in a rural setting.
- Have the ability to bring people together.
- Be honest, transparent, and accountable in decision making.
- Be passionate about the vision and values of the library.

Goals & Priorities for the New Director

- With the Board and branch leaders, develop a strategic vision for the organization that includes short- and long-term goals.
- Continue to build on organization-wide communication processes.
- Improve form and function of the library's catalogue.
- Continue to advocate for library funding to support the critical library mission.
- Enhance teamwork among and between branches.
- Continue to build upon strong relationships with local government members that the library represents.
- Enhance continuity of the new employee orientation process among the branches.
- Provide leadership in continuing the expansion of electronic materials to meet the ever-growing needs.



Position Announcement

Organization: Kitchigami Regional Library System

Location: Pine River, Minnesota

Position: Library Director

Salary: \$81,000 to \$115,000

Application Deadline: 11/04/2021

Job Summary: Serves as the Library's Chief Executive Officer reporting to the governing Board. In this leadership role, the Director is accountable for the development and execution of strategies and initiatives with respect to Kitchigami Regional Library System programs, people, and resources that effectively advance the vision and goals established by the governing Board.

View the full position profile at <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications: ALA accredited MLS degree and five to seven years of professional library experience including progressive public library management experience covering a broad range of financial, administrative, supervisory, and operational activities.

Apply: Visit <https://daviddrown.hiringplatform.com/74935-kitchigami-regional-library-system-director/239848-application-form/en>, and complete the process by November 4, 2021. Finalists will be selected on November 23, 2021, and final interviews are scheduled for December 15, 2021.

Please direct questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.



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