

The City Library  
THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

## POSITION PROFILE

# Executive Director

## Salt Lake City Public Library System

Salt Lake City, Utah



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The Salt Lake City Public Library (The City Library or SLCPL) is seeking an energetic, innovative, community minded, and collaborative leader for the role of Executive Director. The next Executive Director will be tasked with leading and amplifying SLCPL's ongoing initiatives centered on diversity, equity, inclusion, and accessibility.

The Executive Director will join a vibrant, diverse, and socially conscious urban community, a strong and dedicated library team, a dedicated board, and partners to lead SLCPL into the future. The new Executive Director will have an opportunity to develop and implement a strategic vision, while continuing to provide social and community resources that positively impact inclusiveness and well-being.



# THE CITY LIBRARY

The City Library's mission is to build foundations for equity, connection, and limitless possibilities. The Library is active in the local community and collaborates to address needs and realize aspirations. It connects people to information, resources, experiences, and each other, making it an essential part of sustaining a vibrant and dynamic Salt Lake City. Guided by a deep understanding of the customers' aspirations, needs, and motivations, The City Library takes a human-centered approach to designing and delivering meaningful services, collections, resources, spaces, programs, and events to all members of the community.

The award-winning flagship Main Library, designed by renowned architect Moshe Safdie, has been internationally known since its opening in 2003. The Main Library anchors the space in Library Square: a civic campus that hosts cultural and community events throughout the year, including the Utah Arts Festival, Utah Pride Festival, concerts, and many more.

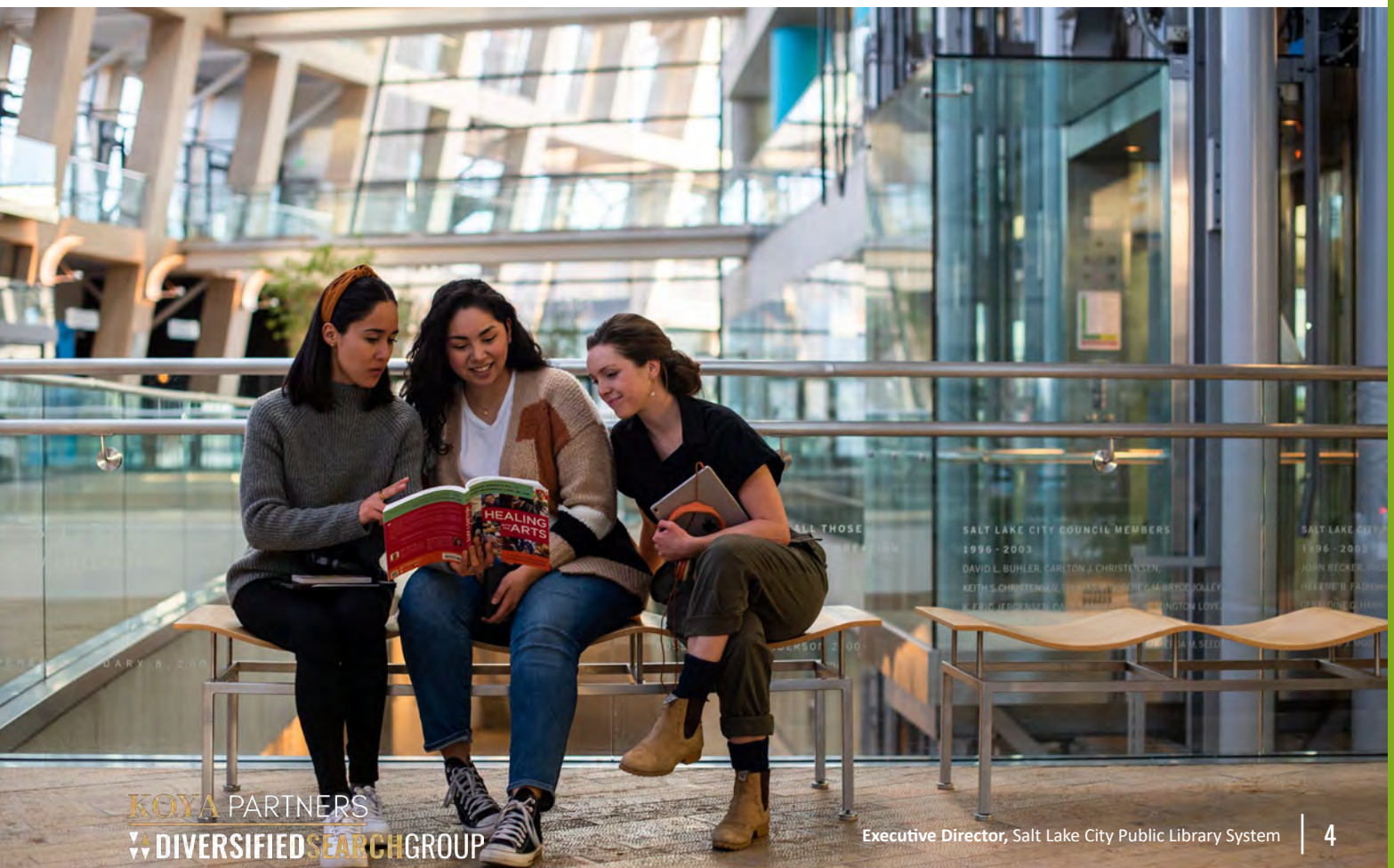
The City Library proudly serves the Salt Lake community with its eight locations. The award-winning Main Library is a jewel in the heart of Salt Lake City, attracting visitors from around the world to admire its bright spaces, stunning architecture, and huge collection of materials. The branches are all unique and fit the personality of their respective neighborhoods, from the historic Chapman Branch on the West Side to the sleek and modern Marmalade Branch north of downtown, to the newly remodeled Sprague Branch in Sugar House. Plans are in motion to open a new express-services branch in the Ballpark Neighborhood as the organization continues to evaluate the local community's needs. The City Library's budget has increased nearly 20% in the past three years, adding the equivalent of 25.75 full-time employees over the same period.



Celebrating its 125th anniversary in 2023, SLCPL has served the diverse residents of Utah's most-populated urban center. The city is rapidly growing and surrounded by stunning natural beauty. The Library employs a staff of over 300 smart, compassionate, and dedicated people who are deeply committed to supporting and advancing the success of everyone they serve. Library staff are highly engaged, purpose-driven, and people-centered, and express a high level of satisfaction with their work. Salt Lake City is an engaged community, where 68% of residents (over 135,000 individuals) hold library cards.

## LIBRARY GOVERNANCE

The Salt Lake City Public Library System is governed by a nine-member volunteer Board of Directors, all of whom are residents of Salt Lake City. The Executive Director will engage prospective board members and orient them to the organization. The Salt Lake City Mayor recommends potential board members to the City Council for their consideration. An individual is appointed to the Library Board only after being approved by a vote of the City Council. Board members are appointed for a term of three years. At the end of the first term, the City Council may reappoint the member to a second term. The current Board President, Adam Weinacker, is serving his second term until June 2025.



## SUPPORT FOR THE LIBRARY

Since 1960, the Friends of the Salt Lake City Public Library have been forwarding initiatives to support the library system of Utah's capital city. By spearheading fundraising efforts, volunteering, and advocacy, the Friends are a vital sister organization to The City Library. The Friends organization holds 501(c)(3) status with the Internal Revenue Service. The Friends host used book sales, manage a Library Store inside the Main Library, and mobilize Friends members across Salt Lake City. The Friends of The City Library is a recipient of the 2010 Baker & Taylor Award from the Association of Library Trustees, Advocates, Friends, and Foundations (ALTAFF), a division of the American Library Association (ALA), for outstanding Friends organization support.

## URBAN LIBRARIES COUNCIL

The Salt Lake City Public Library has been a member of the Urban Libraries Council (ULC) for over twenty-five years. ULC provides a forum for library leaders to share best practices and innovative ideas that inspire programs that support learning, a strong economy, and an active democracy. ULC programs are recognized for creating new frameworks that invigorate public libraries and their communities.



## VISION AND STRATEGIC ROADMAP

We are active in our community and collaborate to address needs and realize aspirations. We connect people to information, resources, experiences, and each other. We provide free and open access to the entire community, advancing the ideals of intellectual freedom. Our work sustains a vibrant Salt Lake City. – SLCPL Vision Statement

In 2017, a committee of SLCPL leadership and staff conducted a series of community engagement sessions and focus groups with a diverse cross section of community leaders, community organizations, and individuals. The purpose of the work was to develop a Strategic Framework to establish guiding priorities and a service roadmap. Incorporating the results of five workshops and employing service design techniques, the group generated the Salt Lake City Public Library Strategic Framework. Within this Framework, The City Library has chosen six Strategic Areas of Focus to provide a lens through which to view the design and delivery of existing and future programs of the Library and organizational partners. It is time for a refresh of this work. The Executive Director will develop, evaluate, and operationalize the Library's next strategic plan, by collaborating closely with a range of internal and external partners and constituents.

[Learn more on](#)  
[The City Library](#)  
[website](#)

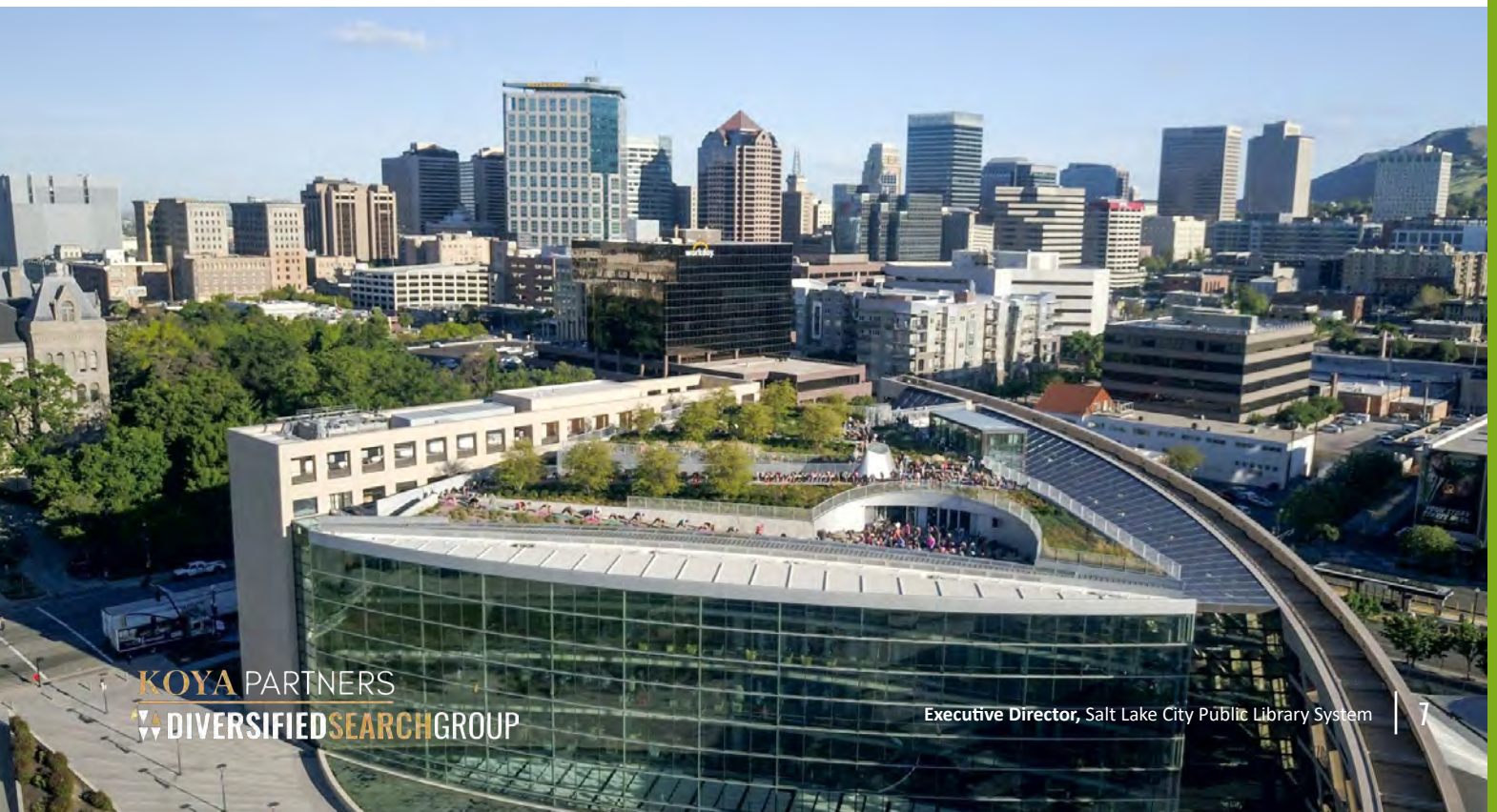


## LOCATION IN SALT LAKE CITY

Nestled on the foothills of the Rocky Mountains Salt Lake is home to a growing number of new residents from around the country and beyond, who seek an exciting future. Salt Lake City is a growing, vibrant, and diverse community of over 200,000. The metro area is home to over one million residents and is projected to grow by 53% in the next 50 years.

Salt Lake City has developed a strong tourist industry based primarily on skiing, outdoor recreation, and religious tourism. It hosted the 2002 Winter Olympics and is a candidate city for the 2030 Winter Olympics. It is known for its politically liberal culture, which stands in contrast with the rest of the state's highly conservative leanings. It is home to a significant LGBTQ+ community and hosts the annual Utah Pride Festival. Salt Lake City offers a rich food scene complete with James Beard nominated restaurants and award-winning breweries and distilleries. Salt Lake City and the surrounding area are also the location of several institutions of higher education including the state's flagship research school, the University of Utah. Utah is home to 43 state parks, five national parks, and seven national monuments, all with jaw-dropping landscapes.

Salt Lake City Public Library would like to recognize the ancestral territories of Utah: Ute Indian Tribe of the Uintah & Ouray Reservation, Ute Mountain Ute Tribe, Skull Valley Band of Goshute, Confederated Indian Tribes of the Goshute Reservation, Navajo Nation, Paiute Indian Tribe of Utah, San Juan Southern Paiute Tribe, Northwestern Band of Shoshone Nation, and Eastern Shoshone. We honor past and present Indigenous people who reside on these ancestral territories. We will continue to learn and respect the resilient connection of the land that exists with Indigenous people.



# THE OPPORTUNITY

The Executive Director guides the Library's growth, effectiveness, stewardship, operational management, vision, and the sustainability of the library system. Reporting to the Board of Directors, the Executive Director currently holds a mayoral cabinet-level role on the Salt Lake City Mayor's Office Leadership Team – representing the library system.

The Executive Director leads a team of division directors responsible for Library Programs and Services, Administrative Services, Human Resources, and Institutional and Strategic Advancement. The Executive Director is responsible for stewardship of a \$29 million budget, approved by the City Council, and the overall professional development, management, and leadership for the 350 employees (comprising 135 full-time) and many dedicated volunteers at the Library.



## Key responsibilities of the Executive Director include, among others:

### STRATEGIC INNOVATION AND LEADERSHIP

- Ensure the continued position of The City Library as a leading library system regionally, nationally, and internationally.
- Lead and support creative and innovative improvements to help the Library grow, evolve, and increase its impact.
- Lead the Board of Directors and staff in identifying and implementing strategic initiatives that expand and deepen the Library's capacity to meet present and future community needs.
- Ensure that the Library remains committed to providing equitable access, inclusive practices, and diversity in all areas of its operations, including staffing, collections, communications, outreach, and community programming.

### FINANCIAL AND RESOURCE MANAGEMENT

- Ensure that the Library has the resources and investment needed to fund both current and future operating and capital needs. Develop strategies that promote the long-term organizational sustainability of the Library, enabling it to continue providing free services and access to everyone.
- Work to provide the Library with the necessary resources, support, and partnerships to achieve its financial goals, maintain a reputation for transparency and financial stewardship, and operate with the highest level of integrity.
- Manage the Library's relationships with Salt Lake City municipal staff, committees, and elected leaders to ensure a predictable and consistent level of support and funding.
- Provide ongoing direction to the Friends of the Salt Lake City Public Library. Support and participate in fundraising and donor cultivation activities and ensure that the Library and Friends activities are aligned.
- Participate in building a culture of giving including relationship building with potential donors, and creating the related processes, resources, and activities, to increase funding sources for the benefit of the Library.

## ADVOCACY, RELATIONSHIP AND PARTNERSHIP BUILDING

- Ensure that long- and short-range strategic plans are in place and that resources are efficiently deployed to advance the library's goals and mission.
- Work with staff to ensure the quality, scope, and suitability of programs and activities that reflect the vision and values of the Library.
- Build productive and trusted relationships between and with the Library leadership team, staff, board, and other local, state, and multiple constituents that influence Library outcomes and success.

## BOARD AND VOLUNTEER LEADERSHIP DEVELOPMENT

- Facilitate governance best practices through effective communication, engagement, and collaboration with the board of directors.
- Identify opportunities to communicate and collaborate across City departments and sister agencies to advance and advocate for Library resources, priorities, and initiatives.
- Identify opportunities to communicate and collaborate with Salt Lake City businesses, chambers of commerce, and family, community, and civic organizations to grow visibility and appreciation of the Library's impact and its services.



## ORGANIZATIONAL AND COMMUNITY DEVELOPMENT

- Lead the Library to ensure that it has the necessary talent to fulfill its mission, and that the talent is engaged, motivated, coached, and recognized for their contributions. Ensure that the right people with the best skills are matched to the right roles, working in support of the Library's goals.
- Ensure that Library's talent management strategies, organizational priorities, processes, policies, and practices are consistently aligned with a diversity, equity, inclusion, and accessibility (DEIA) focus.
- Create and nurture a positive and respectful workplace culture consistent with the Library's core values and be a model by living those values.
- Ensure the Library is actively engaged and visible on the community stage. Act as a networker and connector between the community, its leaders, and the library organization.
- Represent the Library to advance and build effective partnerships with existing and potential new resource development opportunities and initiatives.
- Serve as an active partner to the Friends of the Salt Lake City Public Library in their efforts to raise funds for the Library's new and signature programs.



# CANDIDATE PROFILE

The ideal leader will possess many of the following professional and personal qualities, skills, and characteristics:

## AN INNOVATIVE AND STRATEGIC THINKER

The Executive Director will be a strategic, pragmatic, inclusive, and influential leader who will articulate a vision and implement plans for the Library's next chapter. The plan will be focused on creating inclusive and engaged communities, enriching Salt Lake City's neighborhoods, and improving the quality of life and community development for the city. By understanding the Library's deep history of adapting and innovating to meet community needs, the successful candidate will continue to further SLCPL's success as a 21st century Library. The Executive Director will proactively seek opportunities to grow the Library's impact and build upon the Library's unique position in Salt Lake City, the state of Utah, and the broader national landscape.

## AN AMBASSADOR AND ADVOCATE

As an ambassador for the Library system, the Executive Director will effectively convey the Library's vision, strategy, and potential opportunities, both within the organization and to its many external partners and constituents. They will be able to communicate with both passion and humility and will inspire trust and confidence across a diverse range of audiences. As an active partner to the Friends of the Salt Lake City Public Library, this leader will enthusiastically convey the value of the social and economic impact of the Library's work to existing and potential funders, including donors, foundations, and other constituents and organizations. The Executive Director will inspire collaboration and support for the Library system to maintain high-quality services, expand equitable access and programs, and increase visibility in the community.



## COLLABORATIVE AND RESULTS-ORIENTED PARTNERSHIP

The Executive Director will inspire Library leaders, staff, external partners, and board members to continually improve the Library system and the communities the Library serves. The ideal candidate will effectively balance collaboration and decisiveness by collecting input and producing outcomes. This leader will be an excellent communicator able to listen and learn from all Library constituents. Experienced in change management, the

Executive Director will bring demonstrated success in motivating the team by leveraging individual strengths and bringing people together to achieve a common goal.



## TEAM MANAGEMENT AND ADMINISTRATIVE OVERSIGHT

The Executive Director will demonstrate intercultural competence in the management of a large, multicultural, multi-generational, dynamic team. This leader will bring experience – along with a personal and professional commitment – to building diverse, inclusive, high-performing teams with an eye toward individual growth, mentoring, and professional development. The Executive Director will assess organizational structures, and the individuals within these structures, to define and establish priorities, goals, and timelines to achieve positive desired outcomes.

The Executive Director will lead by example and be a steward of a positive and inclusive work culture, continuous learning, and engagement. The Executive Director will implement best practices that include developing compelling communications, leadership succession, and most importantly, ensuring that day-to-day operations are outcomes focused and aligned with strategic goals. The Executive Director employs analytical, organizational, and problem-solving skills to support sound decision-making and empower others to contribute to the overall success of the institution. This leader must be able to use technology to advance the Library’s mission and articulate its value proposition to a wide range of constituents.

## PASSION FOR THE MISSION

The Executive Director will have an unwavering commitment to the values of the Library System, embracing diversity, equity, inclusion, and accessibility (DEIA) as guiding principles for Library leadership. The Executive Director will share their love of reading, learning, and literacy with the community. They believe that a community is stronger when it is empowered with access, tools, and information to engage in dialogue on important issues. The ideal candidate leads by example and remains committed both personally and professionally to intellectual freedom, racial and social justice, equitable access to library resources, and creating an inclusive and engaging culture. Moreover, the ideal candidate is someone of unquestioned integrity, ethics, and values, and can be trusted without reservation.



### In addition, strong candidates will offer:

- An ALA-accredited graduate degree, or an international equivalent, in Library Science/ Library Information Science. Related graduate-level education and experience in executive-level public administration and community service will be considered.
- Experience working with a board or board committees in senior-level resource planning, organizing, resource development, fiscal management, and budgeting.
- Ability to effectively create collaboration and cohesion; the ability to engage, develop, and lead a diverse and dynamic workforce and management team. Experience mentoring BIPOC staff into leadership roles in support of their career and professional aspirations.
- Bi-lingual proficiency, especially Spanish and or Arabic, and the intercultural competence to engage with the diverse communities of speakers of various languages.

- Ability to represent The City Library on regional and state committees and serve as a resource on emerging urban library trends, opportunities, and challenges.
- Experience in understanding and evaluating community needs and building and developing partnerships with diverse groups of constituents.
- Effective communication, reflective, and interpersonal skills, both in writing and in public speaking and presenting – with cultural and interpersonal sensitivity, active listening, and an ability to listen, influence, and successfully negotiate beneficial outcomes.
- An inclusive, open-minded, creative, and data-informed approach to problem solving, change management, and project and program leadership.
- Knowledge of urban public library operations and current technology available to optimize the Library’s operational effectiveness.
- A record of progressively responsible leadership and team management experience, including experience in a public library system, or other public administration, and success as a manager of large multi-function teams in multiple sites.
- Experience in roles with responsibility for financial and budget management, human resources, with an ability to administer government financial accounting and budget management, performance management, compensation, and a range of related policies and programs.
- A record of engaging and inspiring others with a range of life experiences and perspectives and an awareness of constituent needs; knowledge of how to build partnerships based on fundamental integrity, principles, and values.
- A willingness and interest in attracting more advocates and resources to the Library through fundraising and cultivation of relationships, serving as the Library’s face for critical fundraising efforts.



# COMPENSATION & BENEFITS

The salary is competitive and commensurate with the level of experience. The salary range for this role is \$150,000–\$180,000 with a generous benefits package.

## CONTACT

Beth Schaefer and Stephen Milbauer of Koya Partners/DSG have been exclusively retained for this search. To express your interest in this role please [fill out our Talent Profile](#). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.

*The City Library is an Equal Opportunity Employer and is committed to hiring a diverse workforce. The Library strives to be a safe, inclusive, welcoming space for all patrons and employees. Research has shown that individuals from historically marginalized groups are less likely to apply for jobs when they don't meet all the qualifications. We encourage applications from all groups and will consider candidates that hold most of the qualifications and experience defined for this position.*

### About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

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