

## **TRUSTEE PACKET**

Materials and draft versions of reports and documents the board reviews during open meetings. See the Approved Minutes posted online after each meeting for a record of board decisions.



## **Christian County Library's Board of Trustees - Special Meeting - Open Session**

Friday, January 17, 2025 at 4:00 p.m.

Nixa Community Branch, Large Meeting Room

[Trustee Bylaws, Article I, Section II](#) empowers the President of the Board or three Trustees together to call a Special Meeting as needed.

### **Agenda Items**

- Executive Director Search Process

### **Adjournment**

Posted: 01/14/2025

# 2021 Executive Director Search Process Basics

## Trustees Decided

- Staff Liaison for the Search
- Timeline
- Budget
- Interview Questions
- Stages of Interview Process:
  - Meeting to review all applications submitted and decide who will be sent a legal disclosures acknowledgement packet and then sent the written round of questions.
  - **LEGAL DISCLOSURES ACKNOWLEDGEMENT** - Copy of job description, conflict of interest policy, information about the background check, and I-9 requirements to sign before proceeding.
  - **FIRST ROUND** - Written questions, emailed to applicants by staff with a deadline for response.
  - Meeting to review, discuss, and decide who moves forward.
  - **SECOND ROUND** - Individual zoom interviews with Trustees
  - Meeting to review, discuss, and decide who moves forward.
  - **THIRD ROUND** - Individual zoom interviews with Administrative Staff (Trustees watched on mute but did not participate)
  - Meeting to hear Adstaff feedback, discuss, and decide who moves forward.
  - **CHECK REFERENCES** - Trustees split up references and called all 3 for each finalist
  - Meeting to discuss input from references and make any final eliminations if needed
  - **FINAL IN-PERSON INTERVIEWS** - One day per finalist. Included final set of interview questions, tour of the district, lunch, and a prepared presentation by the candidate to address two questions given in advance.
  - Meeting to make final selection and set salary and start date to be offered.
  - Formally extended offer of employment.

## Staff Duties Throughout the Process

- Staff liaison (not the Interim Director in this case) attended all meetings and took minutes.
- Coordinated Trustee schedules and booked rooms or virtual sessions for all search meetings.
- Prepared draft meeting agendas for Trustees and posted once approved.
- Prepared packets of information and materials for each meeting.
- Worked with Trustees to determine a budget and identify whether costs (job posting, candidate travel, final in-person interview meetings, background check, relocation allowance) could be absorbed by the approved budget or if budget amendments were needed.
- Posted the job (components included letter of interest, resume, and CCL employee application) on the library website and other professional and job search forums.
- Created a recruiting brochure to include with the posted job description.
- Asked the public to send in questions for the Trustees to consider including in their interviews.
- Created a library email address to receive all applications and then collected and organized applications in a drive folder and in packets for Trustees.
- Communicated with applicants about each stage of the process on behalf of Trustees, except for the offer of employment which was done by the Board President directly.
- Prepared an offer letter based on salary and start date set by Trustees.
- Conducted background check and then onboarded new Director.









## Christian County Library

Founded in 1956, the Christian County Library is a community resource and hub for the over 80,000 residents. In 2017, voters approved a renewal of the library's 20 cent tax levy rate and within one year, the first new branch in more than 30 years was built. In 2020 we continued to fulfill our promise to build two additional branch locations.

The Christian County Library's mission is to spread literacy, build community, provide needed resources, and be a general help to the people in our county. Based on the [2019 Community Survey](#), residents of Christian County expressed high expectations and standards from their library including:

- Clean and safe library facilities
- Robust print collection

- Activities and education programs for children and teens
- Digital collection that is mobile-friendly
- Services and resources for seniors
- Convenient access to library resources and locations

In order to meet these needs of our community the Executive Director works closely with the Christian County [Library Board of Trustees](#). Through their dedication and coordination of the library's mission, Trustees play a critical role in setting policies that govern the library, approval of the annual budget, and oversee the general management of the library including the selection of the Executive Director.

## Committed to Our Community

**Christian County Population:**  
88,000+

**Median Household Income:**  
\$57,000

**Percentage of High School Graduates:** 91.7%

**Percentage of Bachelor's degree or higher:** 26.9%

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**Operating Budget:** 2.8 million

**Library Facilities:** 4 full-service branches, mobile library, outreach, homebound services, digital resources

**Staff:** 52 total staff members, 17 full-time

**Total Card Holders:** 43,000+

**Collection Size:** 80,000+ (physical) and 900,000+ (digital)

**2019 Total Circulation:**  
508,651 (physical and digital)

**2019 Total Library Visits:**  
169,397

**2019 Program Attendance:**  
23,720



## The Executive Director Position

The Executive Director is the administrative officer of the library that acts in an advisory capacity as a professional expert to the Board of Trustees. Additionally, this individual is responsible for creating an environment conducive to maintaining high staff morale and for the administration of personnel policies, including assignment of duties, service standards, and staff development. The Executive Director is the representative of the Christian County Library to local governments, civic and community organizations, professional associations, and all residents of the county. To view the entire job description visit [christiancountylibrary.org/library-careers](http://christiancountylibrary.org/library-careers).



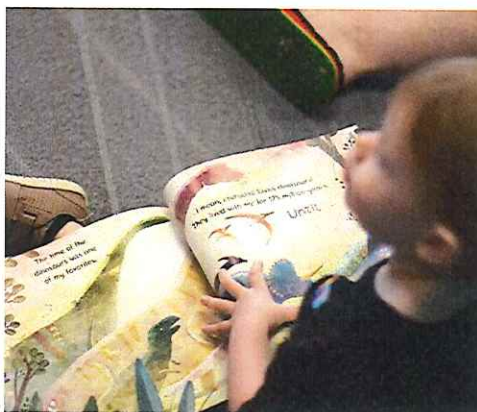
### Duties and Responsibilities

- Administration for the Library
- Technical Advisor for the Board of Trustees
- Supervision of Library Staff
- Spend Library Funds Within Board-Adopted Budget & Financial Policies
- Involvement in the Local Community and Larger Library Community
- Inform Board of Trustees of the Library's Financial and Budgetary Status
- Communicate with Library Staff and Administration

### Qualifications and Benefits

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Minimum qualifications include a Master's degree in Library Science, 10 years of professional library experience or related experience, including supervisory or managerial experience.

To attract highly qualified candidates, the Christian County Library offers a competitive salary commensurate with the qualifications and experience of the candidate. The salary range is \$70,720–\$79,040 and includes a benefit package of medical, vision, and dental insurance and vacation, sick, and personal leave.



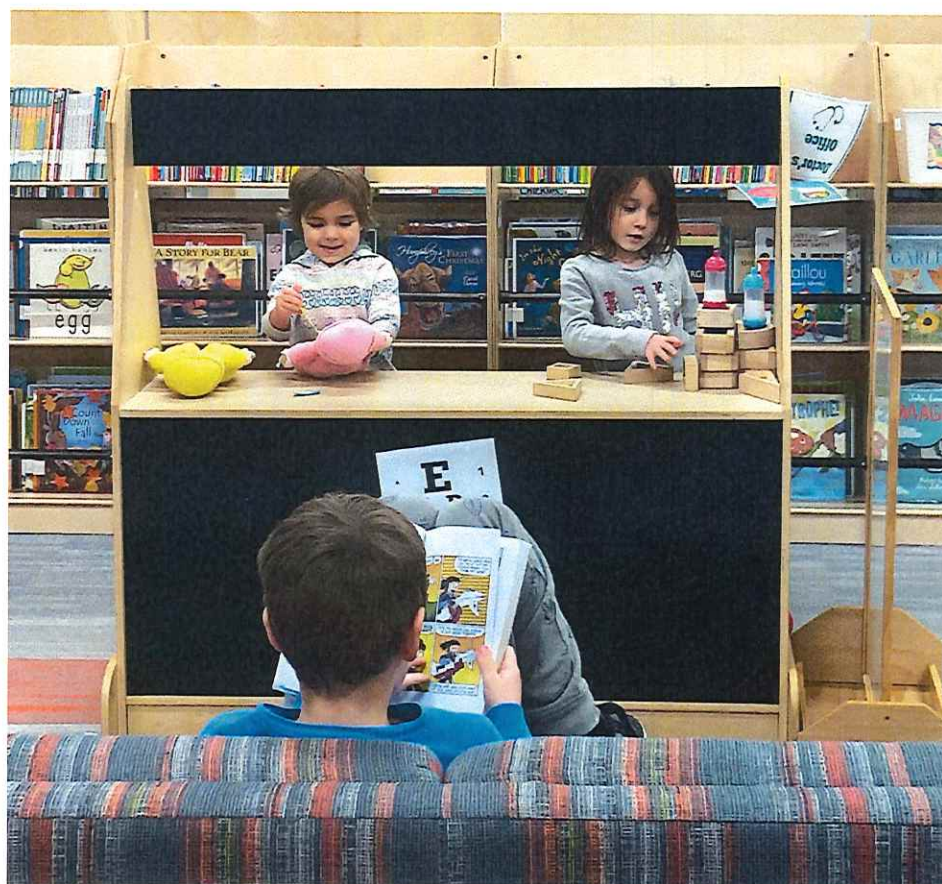




## How to Apply

To be considered for this exciting position, complete an employment application form, provide a letter of interest addressing how you are the ideal candidate, updated resume, and contact information for a minimum of three work-related references. Completed application materials can be emailed to [ExecutiveDirectorSearch@christiancountylibrary.org](mailto:ExecutiveDirectorSearch@christiancountylibrary.org) or mailed to: Nixa Community Branch Christian County Library 208 N. McCroskey St. Nixa, MO 65714 Attn: Human Resources.

Applications received by **January 10, 2021** will receive first consideration, but the position is open until filled. A background check will be completed before the position is offered.



**CHRISTIAN COUNTY  
LIBRARY**

[christiancountylibrary.org](http://christiancountylibrary.org)

**We are your public  
library, serving all of  
Christian County**

**CLEVER**  
7450 W. Veterans Blvd.  
(417) 743-2277

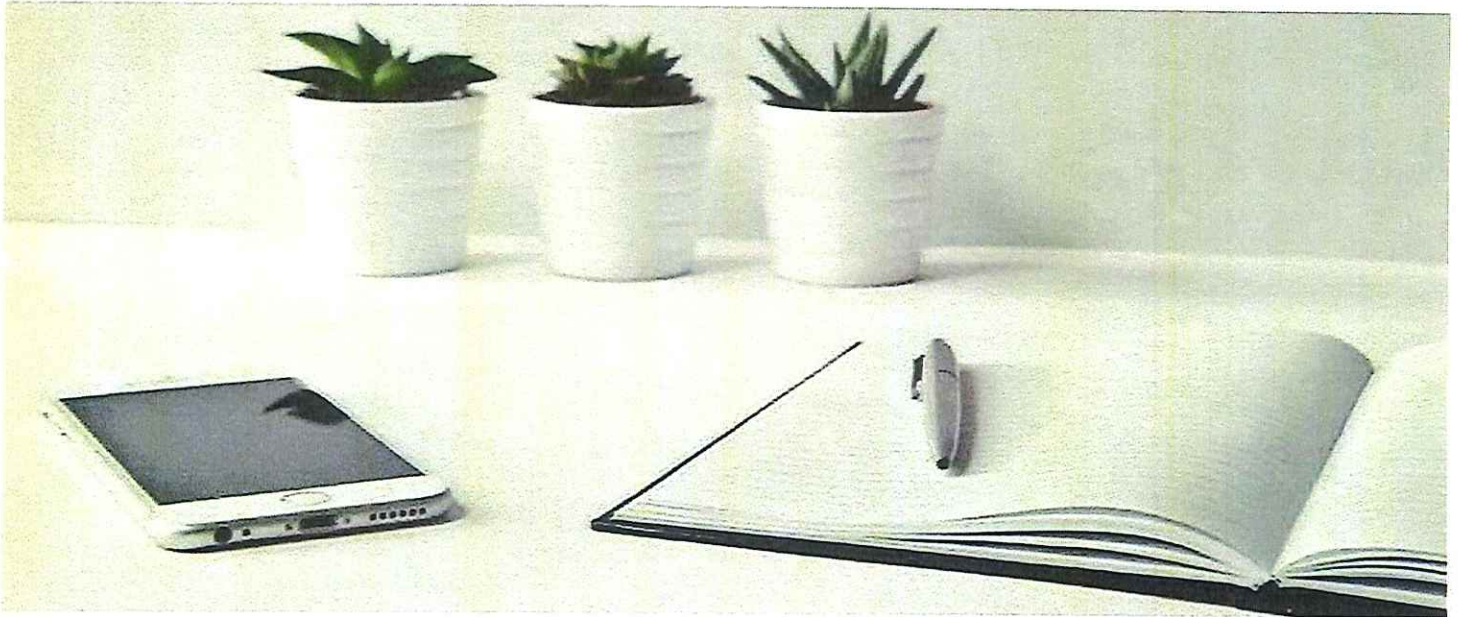
**NIXA**  
208 N. McCroskey St.  
(417) 724-6100

**OZARK**  
1005 N. 4<sup>th</sup> Ave.  
(417) 581-2432

**SPARTA**  
Coming Soon!  
Spring 2021



## Our Experience



Bradbury Miller Associates has provided exemplary executive-level search services for North American libraries since 1983- most recently under the direction of Dan and Jobeth Bradbury, who had owned and operated the firm for 17 years. Karen Miller, after having worked closely for seven years with D and Jobeth as Managing Consultant, has owned and operated the firm since January 2020.



Dear Tory,

Thank you for your inquiry into our services. Here is a quick overview of our process and the two types of searches we offer. We can follow up with a formal detailed proposal if you'd like further information.

**Standard Search:** With this approach, our team manages the search for the hiring authority from beginning to end. Our fee covers all virtual meetings with us, recruiting and advertising the position to potential candidates, generating a pool of applicants, and managing the logistics of semifinal and final interviews. A consultant will be present and onsite with you and the finalists for the final interviews. We can also serve as your negotiators and extend the offer on your behalf if that is desired. Our fee is a flat fee and includes advertising expenses and a single background check on the final candidate of choice. We provide written reports based on conversations with references for each finalist as well as electronic searching. The flat fee for your organization would be **\$31,000** for a standard search. This search process comes with our one-year guarantee and the process takes about four months to complete once we get underway. We meet virtually with staff, the search committee members/hiring authority, and other stakeholders as might be desired, followed by virtual focus groups and surveys with the staff and hiring authority to gather information about the position, the organization, and the area. We outline the process and set the schedule for the entire search with your input and feedback. Once we have a candidate pool, we lead discussions, interviews, and candidate selection for you—we want to make the interview/selection process as easy as possible for you. We can be onsite for the final interviews (or join you virtually, if you are looking for an opportunity to save some money) and work through the end of the search, culminating with a successful candidate accepting your offer, and meeting any contingencies. Our full service approach is very popular and is often what our clients choose.

**Pool Enhancement:** This approach is essentially the first half of the standard search process—we handle creating the announcement, advertising and recruiting, and presenting you with an applicant pool. The organization handles interviews and candidate evaluation once the pool has been shared with the hiring committee/authority. Our guarantee is not included for this approach, however this is a more affordable option that costs a flat fee of **\$20,000**.

*All fees listed in this email are not a firm quote but an estimation of services. BMA reserves the right to amend any/all fees when providing a final quote via a formal proposal.*

Thanks again for reaching out to us—we appreciate the opportunity to share a bit more about what we do and how we do it. Feel free to let us know if you have any additional questions or would like more information. We'd be happy to chat with you via phone or Zoom if you wish.

Sincerely,  
Beth

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**Beth Barker** (she/her)

Director of Finance and Communication

Bradbury Miller Associates

330-340-7115 | Dover, OH | [bradburymiller.com](http://bradburymiller.com)

Sign up for [our newsletter](#) for updates on available positions!

# Missouri Public Library Trustee Manual

July 2021



Missouri Secretary of State  
**State Library**



## *Hiring a Library Director*

One of the most important functions of a board of trustees is the hiring of a competent library director. It may, in fact, be the most important single act undertaken by the board. Not only does it directly affect the future of the library, it also forces the board to step back and take a look at itself and the library. This informal evaluation process can result in new perspectives regarding the library's role in the community. Trustees should be aware of current practices in the profession, guidance from the Missouri Public Library Standards, the current needs and direction of the library, and competitive professional salaries and benefits.

### *What Do Public Library Directors Do?*

Before hiring a library director, the entire board should have a good grasp of what a public library director does. The library director is the department head of a city service whose responsibilities include:

- Acts as professional/technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- Hires and supervises personnel
- Implements board policy, interprets library policy for the public
- Administers the library budget
- Develops the library collection ("collection" is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more)
- Manages library services and programs
- Directs and provides outreach services to the community
- Manages and maintains the library facility/building, computer technology, the library's automation system and other library equipment
- Represents the library in the community and promotes the library and its services
- Teaches the community how to access, evaluate and use information resources

As you can see by the list of responsibilities, hiring a library director is one of the most important duties of the library board.

In small cities with few or no other library staff, the library director serves customers directly and may also:

- Provide pre-school story time to build early literacy skills in young children
- Help students find resources to complete school assignments
- Help readers find a good book
- Find answers to questions from customers
- And yes, check out books

To ensure that the most qualified candidate is hired, it is critical that the library board follow standard hiring procedures as outlined below.

### *Preliminary Assessment*

The board must reach consensus on what they want a new director to accomplish and what qualifications are needed in a director for the library at this point in time. They should also consider what the library has to offer the director. Offer the best salary possible to secure the services of a qualified person. Consider any added incentives or challenges offered by the job opportunity.

In order to do this, the board needs to discuss the following questions:

- What is the role of the library in the community?
- Have community needs changed? Has the library kept pace?
- What direction does the library need to go?
- What qualifications are needed in the next director?
- What is the reason for the job opening?
- Was the previous director dissatisfied? Why?
- Was the board dissatisfied with the previous director? Why?

### *Develop a Timeline*

A timeline should be established which would include:

- appointment of the search committee
- review of the job description and writing the job announcement
- date that the job announcement will appear on websites and/or in newspapers, journals
- deadline for applications
- time to review applications and decide on persons to interview
- when to interview
- time for the board to make a decision and offer the job to the candidate
- time for the candidate to respond
- anticipated starting date for the new director

### *Search Committee*

The board as a whole can function as the search committee. An alternative is to form a committee of board members, staff and community members to review the applications and recommend candidates for the board to interview. If a search committee is appointed, be sure the duties of the committee and the deadlines are clear.

### *Job Description*

The job description should indicate the minimum requirements for education and work experience. The job description should also include any desirable areas of expertise and work experience. All minimum requirements and desirable qualifications must be job related. The board should not hire a person with less than the minimum requirements.



Obtain a copy of the current job description from the current library director, the acting director or the city. (If no written job description exists, the board will need to write one before continuing with the hiring process.) Review it to ensure that it meets current requirements including:

- areas of responsibility
- specific duties
- minimum requirements for education and work experience
- desirable areas of expertise and work experience
- salary and benefits
- whether there is a period of probation
- expectations for successful job performance
- physical / environmental requirements of the job
- certification requirements

### *Salary*

The first step in achieving pay commensurate with the work performed, referred to as “pay equity,” is to understand the job duties and responsibilities. It will help to re-read the previous section, *What Do Public Library Directors Do?*

Too often the work of library directors and staff is not understood, is undervalued and is not compensated fairly. In other words, many library directors (and staff) receive lower pay than other employees who do comparable work. In some libraries, the director’s position might be comparable to the city clerk; in another city, it might compare to another city department head. In any case, pay for the library director should be comparable to city/school district positions with similar education requirements and responsibilities.

A caution...library boards and directors often ask about salaries of directors of nearby libraries of like size. While that can be useful information it should not be the sole basis for decisions on salary for the library director. Because low pay is a common concern among libraries, comparing to other libraries’ salary schedules is often comparing to equally low salaries that don’t adequately compensate for the work performed.

### *Advertising the Position*

The job description should be used to write the job announcement. The job announcement should be as comprehensive as possible. Provide a description of the position, required education and experience, and desirable areas of expertise and work experience. Include the salary range and benefits, a brief description of the library and community, where to send applications, and application deadline. Request a resume and professional references.

Many cities have policies regarding what types of advertising must be done, and they may also have a budget for it. If your city has a Human Resources department, check the department before placing ads.

The job opening should be publicized widely. Contact the Missouri Library Association, the Mid-America Library Alliance and other statewide library job banks. If the library board is considering hiring a director with a master's degree in Library Science, consider purchasing an online ad through the American Library Association. If you decide to place print ads in professional journals such as *American Libraries* and *Library Journal*, check publication deadlines and how they fit with your time line.

### *Reviewing Applicants*

As applications arrive, each should be marked with the date of arrival to determine whether it falls within the deadline. Applications should also be acknowledged (such as via e-mail) by the search committee. Before applications are reviewed, criteria should be developed and used to rank them. It is helpful if a form is developed to screen and compare each applicant's qualifications to the requirements of the position. Some qualifications to consider are:

- education
- public library experience
- management or supervisory experience

Candidates who satisfy the requirements for the position become part of an official pool of applicants for further consideration. The search committee should be able to agree on three to five candidates to be called for interviews. A phone interview with preliminary candidates may be helpful to determine final interviewees.

### *Information for candidates who will be interviewed*

Prior to the interviews, provide candidates with the library mission statement; planning document; budgets for the last several years; size and description of community; information about employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.

### *Interview*

Determine the team from the Board, usually three to five trustees, who will conduct the interviews. Designate one person to handle the planning and scheduling of the interviews. Identify what expenses will be paid or reimbursed for each candidate.

Develop a list of questions to be asked of every candidate interviewed. Topics to cover in the interview include management and fiscal philosophy, intellectual freedom, technology, trends, the library's role in the community. It is illegal to ask certain questions of candidates, such as marital status, age, family plans, etc. If your community has a Human Resource employee, it is helpful to include them in the process. Another resource is A Library Board's Practical Guide to Finding the Right Library Director, by the Outagamie Waupaca Library System in Wisconsin.

See <http://will.state.wy.us/ldo/boards/GuideToFindingTheRightLibraryDirector.pdf>

As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.



### *Evaluating candidates who were interviewed*

Use an evaluation form to record candidate responses and board member impressions.

Once all of the finalists have been interviewed, the search committee should discuss and rank the finalists. Some qualifications to consider in ranking candidates are:

- attitude of service to the community and enthusiasm for librarianship
- philosophy of library service attuned with that of the library's mission statement
- ability to explain how his or her experience and talent can be used as library director
- understanding of the role of trustees
- successful record of working with board and community leaders, and supervising staff
- willingness to become involved in the community and ability to be comfortable in relations with the public
- knowledge of basic principles such as intellectual freedom
- a reasonable grasp of the library's situation, budget and plans based on information supplied to the candidate in advance
- commitment to continuing education for the director and staff

Check references before offering the position to a candidate. When calling references, agreed-upon questions should be asked with space on the form for search committee members to write down responses. A search committee may want to seek out references other than those listed. Be aware, some employers will only verify such things as dates of employment and last salary earned.

### *Hiring Decision*

Finally, decide if one or more of the candidates should be offered the job or if the search is to be reopened. The top candidate should be offered the position by telephone. When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal contract. Notify other candidates that they have not been selected immediately after the job offer has been accepted.

### *After the New Director Arrives*

Orient the new director and assist him/her with relocation. Provide help with school and housing information and additional information on the library and community.

Welcome the new director. News releases and photographic coverage should be arranged. Personal introductions to staff members, trustees, community representatives, and local government officials should be scheduled promptly. An open house or reception hosted by the board, and assisted by other groups such as the Friends of the Library, is a standard courtesy.

## Resources:

State Library of Iowa Trustee's Handbook, 2014.

<http://www.statelibraryofiowa.org/ld/t-z/Trustees/trusthandbook14>

Cultivating Pennsylvania's Growing Libraries, 2005,

[http://www-wsl.state.wy.us/ldo/boards/Board\\_HandbookPA.pdf](http://www-wsl.state.wy.us/ldo/boards/Board_HandbookPA.pdf)

Maine Trustee Manual,

[http://digitalmaine.com/cgi/viewcontent.cgi?article=1010&context=ld\\_docs](http://digitalmaine.com/cgi/viewcontent.cgi?article=1010&context=ld_docs)

A Library Board's Practical Guide to Finding the Right Library Director, by the Outagamie Waupaca Library System in Wisconsin.

<http://will.state.wy.us/ldo/boards/GuideToFindingTheRightLibraryDirector.pdf>

Rhode Island Public Library Trustee Handbook.

<http://www.olis.ri.gov/pubs/trustees/trustee3rev.pdf>

## Privacy and Confidentiality

A citizen's right to privacy and confidentiality are First Amendment rights and as such go hand in hand with intellectual freedom.

The American Library Association frames privacy and confidentiality as follows: "The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality relates to the possession of personally identifiable information, including such library-created records as closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, websites visited, reserve notices, or research notes."

The confidentiality of library records is a fundamental value of librarianship. Library directors, staff and trustees are ethically bound to uphold patron privacy. The [Library Bill of Rights](#) addresses privacy as does [Code of Ethics of the American Library Association](#). In addition, every state has laws regarding the privacy of library records. Trustees should familiarize themselves with Missouri's law.

## Sources of Additional Information:

[Guidelines for Developing a Library Privacy Policy, American Library Association](#)

[Privacy Toolkit, American Library Association](#)

[State Privacy Laws Regarding Library Records](#) (refer to your state's resources for legislation to be sure you have the most recent version)



## **Relevant Excerpts from Missouri Law**

### **County Libraries**

**182.060. Board to organize — rules and regulations — county librarian, appointment. — ...**

2. The board, in case such library district establishes its own free county library, shall appoint a qualified librarian who shall be the chief executive and administrative officer for the library district and shall serve at the pleasure of the board.

**182.050. County library boards — appointment, qualification, removal, vacancies — nepotism forbidden. — ...**

No person shall be employed by the board of library trustees or by the librarian who is related within the third degree by blood or by marriage to any trustee of the board.



## **Christian County Library Executive Director Job Description**

**Job Title:** Executive Director

**FLSA Status:** Exempt, Full Time

**Schedule:** Varied; Typically, Monday - Friday: Some evenings and weekends

### **Summary:**

The Executive Director is the chief administrative officer of the library who acts in an advisory capacity as a professional expert to the publicly appointed Board of Trustees. Key advisory responsibilities include presenting an annual budget and regular fiscal reports; recommending policy updates; and preparing agendas for and attending all board meetings where they have the right to speak on all matters under discussion. Though not a voting member of the Board, the Executive Director is tasked with carrying out the policies and decisions of the Board as they affect both patrons and employees.

The Executive Director determines library operations and procedures; is responsible for the library collection; oversees all library events, communications, and outreach; and performs all duties imposed upon by law or by regulations of the Board of Trustees to fulfill the mission of the library.

The Executive Director is in charge of library personnel and is responsible for creating an environment conducive to maintaining high staff morale and for the administration of personnel policies, including assignment of duties, service standards, and staff development. The Executive Director selects, evaluates, promotes, and dismisses staff and, as part of the budget preparation process, recommends salaries and benefits to the Board. The Executive Director is the representative spokesperson for staff to the Board, but welcomes suggestions and feedback from individual staff members that may help further the library's mission.

### **Educational Requirements:**

Bachelor's Degree

Masters of Library and Information Studies

10+ years of library or relevant experience

**Duties and Responsibilities:** include the following. Other duties may be assigned.

### **Administration for the Library**

- Responsible for the successful, efficient administration of library services
- Operate the library and its activities in accordance with Board-approved policies



- Recommend to and work in cooperation with the Board to plan and implement short and long-range goals for library service, objectives, and policies
- Keep and discard library records according to records retention schedules adopted by the Missouri Secretary of State's office and applicable law
- Use the Missouri Public Library Standards to guide self-evaluation, improvement, and goal setting
- Be ultimately responsible for the care of library resources, including staff, buildings and grounds, collection, and equipment
- Work with the Board of Trustees and Administrative Staff to complete and carry out a new strategic plan periodically
- Supervise the management of all library facilities
- Perform other duties as arise out of policy, technology, or need
- Work with Administrative Staff to manage training and professional development for staff
- Submit mandatory reports to the Missouri State Library and the Missouri Ethics Commission
- Work with county officials, Administrative Staff, and outside consultants to file tax levy and yearly audit information
- Work with Administrative Staff to manage library outreach, programs, and events

### **Technical Advisor for the Board of Trustees**

- Prepare agendas for and attend all Board of Trustees meetings.
- Regularly report to the Board on library events, news, developments, and progress.
- Know and make Trustees aware of local and state laws and events affecting library operations.
- Work with the Board of Trustees and Administrative Staff to actively advocate for supportive library policies at the local, state, and national level.
- Make use of the services and consultants of the State Library.
- Serve as liaison between the Board and outside legal, financial, and industry consultants for the library as needed and appropriate.

### **Supervision of Library Staff**

- Determine staff duties, work schedules, and salaries within a Board-adopted budget
- Recruit, select, evaluate, promote, and assign staff to positions and schedules required for efficient and effective library service, and delegate duties as needed
- Serve as the general supervisor of all personnel employed by the library. In accordance with written library personnel policies, relieve from duty employees who violate library policies, or are unable or unwilling to perform duties
- Work with HR consultants and relevant Administrative Staff on various human resource related policies, issues, procedures, etc.
- Supervise the Administrative Team

### **Manage Library Funds Within Budget & Financial Policies**

- Prepare an annual library budget for adoption by the entire Board
- Spend all personnel funds, salaries, and benefits, within the adopted budget, unless specific changes are approved before expenditure by the Board
- Manage the library's available funds in the safest, most profitable, legal manner
- Oversee the selection and ordering of all library materials, including books, periodicals, audio-visual products, digital resources, and others, according to CCL's [Materials Selection Policy](#)
- Oversee the purchasing of library supplies necessary for library operations
- Solicit bids and quotes and make purchases in compliance with CCL's [Procurement Policy](#)
- Refrain from obligating unbudgeted funds or transferring within the budget categories to meet obligations except by prior approval of the Board of Trustees
- Work with Director of Finance and Business Operations to manage debt service payments and accompanying reporting
- Submit a list of actual and anticipated bills for approval at the monthly board meetings
- Submit for approval at the monthly board meetings a list of adjustments to the prior month's approved bills, including current financial summary and account balances
- Oversee payment of all bills presented to the library as defined by the library's [Procurement Policy](#)
- Prepare all documents for the annual tax rate hearing and provide them to the Board and all appropriate county and state offices
- Follow CCL's [Donation Policy](#) in the acceptance of gifts to the library
- Dispose of materials according to Board approved library policy
- Work with relevant CCL Administrative Staff and hire outside consultants as needed to maintain accurate, current records of library income and expenditures; complete and file before deadlines all required government forms relating to payroll, personnel matters, tax obligations, or other library finances; and make available all pertinent records required for annual independent audits of the library's financial records
- File with the State Library and provide a copy to Trustees of the annual Statistical Report

### **Involvement in the Local Community and Larger Library Community**

- Participate personally or coordinate library participation with local organizations and events
- Create and maintain a welcoming, accessible, and safe environment for all library patrons and county residents
- Oversee the work of the library's communications team and other relevant staff to present a consistent image and messaging for the library
- Use current and appropriate technology to communicate with the public
- Encourage public participation in library services and events, volunteer opportunities, and recognized library support organizations
- Stimulate the growth of library services in Christian County



- Work with state and national professional organizations; attend professional meetings and workshops; and provide appropriate and affordable training opportunities for staff

### **Communication with Co-Workers & Administration**

- Communicate in an effective, timely, thorough, and respectful manner with co-workers in person, by phone, in writing, or by email
- Communicate in an effective, timely, thorough, and respectful manner with administration on scheduling requests, absences, performance issues, procedures, policies, etc.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Remain in a stationary position for significant periods of time
- Occasionally move up to 30 lbs.
- Routinely position self to access library materials and office equipment on the floor, in bins, and shelves up to 6 feet in height
- Able to communicate information and ideas accurately so others can understand
- Occasionally work in outdoor weather conditions for programs and events

### **Knowledge, Skills, and Other Abilities:**

- Excellent customer service skills
- Proficient computer skills: familiar with using internet, office productivity software (i.e. Google Workspace, Microsoft), and email
- Working knowledge of reader interest levels, books, authors, and reference sources
- Working knowledge of library services platforms and online databases
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills
- Ability to set priorities, organize, and coordinate multiple projects
- Ability to successfully maintain the performance of assigned duties and responsibilities to achieve the desired outcome
- Ability to interact in a positive, effective manner with co-workers, Trustees, and the general public
- Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments
- Ability to adapt to multiple demands and changing priorities, to learn, remain flexible, and be willing to embrace change.
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology

## Christian County Library - 2025 Pay Scale

Position Categories	Starting Pay Range	Current Job Titles	Minimum Experience	Minimum Education Level	Supervisory Responsibilities
<b>Assistants</b>	\$13.75-\$14.75	Shelver; Collection Services Assistant; Outreach/Delivery Assistant; ILL/MOBIUS Assistant; Library Assistant	Dependent upon the position	15 college credits preferred	none
<b>Associate</b>	\$15.00-\$16.00	Bus. Office Associate, Library Associate, Youth Services Assistant, Maintenance Associate, Programming Associate	1-2 years of relevant exp.	30 college credits	PIC eligible
<b>Assoc. Admin</b>	\$17.00-\$18.00	Collection Services Specialist; Youth Programming Specialist; Outreach Specialist; IT Support Specialist; ILL/MOBIUS Coordinator; Visual Designer; Communications Coordinator; Outreach Coordinator	3 years of relevant exp. or see ed. level	60 college credits, Bachelors preferred	PIC eligible; may supervise other employees
<b>Administrator I</b>	\$19.00-\$23.00	no current titles	4-5 years of library or relevant exp. or see ed. level	Bachelors Degree	Mid-level management
<b>Administrator II</b>	\$25.00-\$28.00	Community Branch Manager; Collections Services Manager; Outreach Manager	5-6 years of library or relevant exp. or see ed. level	Bachelors Degree or higher	High level management
<b>Administrator III</b>	\$29.00-\$33.00	Dir. of Communications & Community Engagement; Dir. of Development & Strategic Partnerships; Dir. of Finance & Business Operations; Dir. of Youth Services; Dir. of IT & Facilities	7-8 years of library or relevant exp. or see ed. level	Bachelors Degree or higher	High level management
<b>Executive Director</b>	\$38.00-\$42.00	Executive Director	10+ years of library or relevant exp. or see ed. level	Masters Degree	High level management



**Job Title:** Executive Director, Christian County Library District

**Reports To:** Board of Trustees

**Position Overview:**

The Executive Director (ED) oversees the day-to-day operations of the library district, providing strategic leadership to ensure the delivery of high-quality library services to the community. This role involves managing staff, developing programs, maintaining collections, and ensuring compliance with library policies and law as approved by the Board of Trustees. The ED is accountable to the Board of Trustees and serves at their pleasure.

[182.060. Board to organize — rules and regulations — county librarian, appointment](#)

**Key Responsibilities:**

1. **Leadership and Management:**
  - Provide vision and direction for library services and programs.
  - Supervise library staff, including recruitment, training, and performance evaluations.
  - Seek Board of Trustee approval for Exempt new hires and terminations.
  - Foster a positive work environment that encourages professional development.
2. **Program Development:**
  - Develop and implement innovative programs and services to meet community needs.
  - Collaborate with local organizations and schools to promote literacy and learning.
3. **Collection Development:**
  - Oversee the selection, acquisition, and management of library materials and resources.
  - Ensure collections reflect diverse perspectives, and comply with state and federal laws as well as community standards.
4. **Budget and Financial Management:**
  - Prepare and manage the library district's budget in coordination with the Board of Trustees.
  - Seek grant opportunities and additional funding sources for library initiatives.
5. **Community Engagement:**
  - Build strong relationships with the community and be responsive to their concerns or requests as appropriate.
6. **Facilities Management:**
  - Manage library facilities, ensuring they are kept in good repair and are welcoming to patrons.
  - Forecast capital investments for items nearing the end of their life and plan for necessary upgrades or replacements.
7. **Technology Integration:**
  - Stay current with emerging technologies and trends in library services.
  - Oversee the implementation of library technology and digital resources.
8. **Reporting and Evaluation:**
  - Prepare reports for the Board of Trustees on operations, programs, and budget.
  - Utilize data and analytics to inform and guide decision-making processes.
9. **Other projects and tasks as assigned by the Board of Trustees**
  - As required the ED will complete work requests in a timely and complete manner.

**Qualifications:**

- College degree in Library Science, Education or equivalent combination of years' experience in library management roles. (*Masters preferred*)
- Strong knowledge of database systems, operations, and public facing services.
- Commitment to community service and public engagement.