

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.



Revision Legend	
John Garrity	Black text
Mary Hernandez de Carl	Red text
Janis Hagen	Comment bubble on right
Mary Miller	Blue text

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. **Subject to the policies, guidelines and supervision of the Christian County Library Board of Trustees.**

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

Key Responsibilities: This individual works with the Board to establish a strategic plan to fulfill the mission of the library to ensure success into the future and optimize support for learning within the library and community.

Additional duties include, but are not limited to:

1. Leadership and Management:

- Provide vision and direction for library services and programs.
- Supervise library staff, including recruitment, training, and performance evaluations. **Ability to delegate work appropriately and plan and direct work of subordinates.**
- Seek Board of Trustee approval for Exempt new hires and terminations.
- **Recommends staffing levels and salary changes as needed to the Board; hires and dismisses personnel with participation of the Board as necessary.**
- Foster a positive work environment that encourages professional development.

2. Program Development:

- **Ensures that programs, services, and functions are designed and operated to develop the best user experience; launches initiatives to improve services and expand the user base.**

Commented [1]: Per Janis: "Not our job."

- 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 **commensurate with community standards.**
 - 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. **Development of grant and other philanthropic revenue streams.**
 - Provides vision and support for the fundraising efforts of the Friends of the Library and Christian County Library Foundation
- 5. **Community Engagement:**
 - **Markets and promotes the library to galvanize support and involvement of the community in library services and programs.**
 - 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. **Leads the implementation of appropriate technology to enhance 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.
 - **Ability to communicate complex concepts orally, in writing or in presentations.**
- 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.

Commented [2]: Per Janis: Policy issue, not job description. Which part of the community? We do have a diverse community.

Commented [3]: Per Janis: This is a staff person hired for this job. At present, Tory, who consults with the ED.

Commented [4]: Per Janis: Not necessary to the job.

Minimum Qualifications:

- **Bachelor's** 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.
- **Supervisory and management experience in Library setting or equivalent**

Commented [5]: Per Janis: There are only Master's or Doctorate degrees in Library Science. We passed in November 10 years' experience, Master's Degree. Master's required.

Preferred Qualifications:

The ideal candidate is a visionary and customer focused leader with the capacity to set and achieve high and attainable goals. The candidate is committed to the professional values of public librarianship and creates a community of engagement and innovation. The successful candidate models entrepreneurship, financial stewardship and strategic thinking.

MM: None of the document above this comment are required.

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 MM: Optional

Knowledge, Skills, and Other Abilities: MM: This section includes some minimum requirements but is not required and some of it is duplicated above.

- 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

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.

Job Title: Executive Director, Christian County Library District

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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~~ (Conflicts with state law - "chief executive AND administrative officer") **Inform** 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 (*Masters preferred*)
- ~~or and equivalent combination~~ **10 years minimum** experience in library management. ~~roles.~~
- Strong knowledge of database systems, operations, and public facing services.
- Commitment to community service and public engagement.

Why changes / We are not qualified to decline by these measures.

JAVIS HAGEN
This is a specific technical job

Job Title: Executive Director, Christian County Library District

Reports To: Board of Trustees

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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. Which part of the community? We do have a diverse community.

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:

- ★ There are only Masters Degrees in Library Science + Doctorate
- College degree in Library Science, Education or equivalent combination of years' experience in library management roles. (Masters preferred) required!
- Strong knowledge of database systems, operations, and public facing services.
- Commitment to community service and public engagement.

→ We passed in Nov.
10 yrs experie
Masters Degree

This req. indicates a lack of understanding of term 1 ... and what it means to

customer-focused leader w/a capacity to set & achieve high + attainable goals.

UP Draft +

CCL Staff: 60

MARY (HERNANDEZ DE CARL)

Job Title: Executive Director, Christian County Library District

Reports To: Board of Trustees

Subject to the policies, guidelines and supervision of the CCL 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:

- Leadership and Management:**
 - Provide vision and direction for library services and programs.
 - Supervise library staff, including recruitment, training, and performance evaluations. * Ability to delegate work appropriately + plan + direct work of subordinates
 - Seek Board of Trustee approval for Exempt new hires and terminations.
 - Foster a positive work environment that encourages professional development.
- Program Development:** ensures that programs, services, and functions are designed + operated to develop the best user experience; launches initiatives to improve services + expand user base.
 - Develop and implement innovative programs and services to meet community needs.
 - Collaborate with local organizations and schools to promote literacy and learning.
- Collection Development:**
 - Oversee the selection, acquisition, and management of library materials and resources. commensurate w/community stds
 - Ensure collections reflect diverse perspectives, and comply with state and federal laws as well as community standards.
- Budget and Financial Management:** Financial Stewardship
 - Prepare and manage the library district's budget in coordination with the Board of Trustees. provides fiscal oversight, incl development + mgmt of bds
 - Seek grant opportunities and additional funding sources for library initiatives.
- Community Engagement:** development of grant + other philanthropic rev. stream
 - Build strong relationships with the community and be responsive to their concerns or requests as appropriate.
- 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.
- Technology Integration:** leads the implementation of appropriate tech. to enhance CCL services.
 - Stay current with emerging technologies and trends in library services.
 - Oversee the implementation of library technology and digital resources.
- 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.
- 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.

Supervisory and management experience (lib branch or library system administration level)

laws based on: EEOC laws

results-oriented

This individual plans + directs overall operation of the CCL, develops + implements the library to ensure success into the future and optimize support for learning within the library and community

markets + promotes the lib to galvanize support + involvement of the comm in lib services + programs

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 ~~laws~~ 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.
- Rapidly diagnose complex challenges and engineer innovative solutions that drive organizational effectiveness.
- Articulate compelling strategic narratives that inspire, influence, and align diverse stakeholders toward shared organizational goals.
- ¶

Staff Management:

- 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 ~~and 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.
- Spearhead comprehensive community needs assessments, soliciting diverse stakeholder input to shape strategic priorities and maximize organizational impact.

6. **Facilities Management:**

- Manage proactive maintenance strategies, cultivating inviting spaces that enhance patron experiences and operational efficiency. ~~library facilities, ensuring they are kept in good repair and are welcoming to patrons.~~
- Strategize and execute long-term capital investment plans, anticipating facility needs and optimizing resource allocation for critical upgrades. ~~Forecast capital investments for items nearing the end of their life and plan for necessary upgrades or replacements.~~

7. **Technology Integration:**

- Implement practical library technologies to enhance digital services and improve patron experiences. ~~Stay current with emerging technologies and trends in library services.~~

ECHO
SCHNEIDER

- Orchestrate the seamless integration of advanced technological solutions, maximizing the efficiency and reach of library resources. ~~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, and any other ad hoc items requested.
 - Utilize data and analytics to inform, and guide, and communicate transparency in 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.

Trustee Schneider's Proposed Revision

Master of Library Science

A Master of Library Science (MLS) or Master of Library and Information Science (MLIS) program **typically includes a mix of theoretical and practical components designed to prepare students for a career in library science**. Here are some key elements commonly included in these programs:

- **Core Curriculum:** This includes foundational courses that provide a broad understanding of library and information science, such as information organization, information services, and technology.
- **Specialization Courses:** Students often have the opportunity to specialize in areas such as youth services, reference and information services, public librarianship, management and leadership, and information organization.
- **Elective Courses:** These allow students to tailor their degree programs to their professional needs and interests. Electives can cover topics like digital curation, data science, and archival management.
- **Internship Requirement:** Many programs include an internship or practicum, which provides hands-on experience in a library or information science setting.
- **Research Project or Thesis:** Often, the final semester of the program involves a research project or thesis that ties together the student's learning and practical experience.
- **Independent Study:** Some programs offer independent study options, allowing students to explore specific topics in depth under the guidance of a faculty member.
- **Technology Skills:** Courses in data science, data analytics, data management, institutional repository management, and digital libraries are common, reflecting the technological aspects of modern library science.
- **Ethics and Professionalism:** Courses may cover the philosophy and ethics of information dissemination, including reference services, privacy rights, and balancing the needs of various stakeholders.
- **Management Courses:** These focus on the principles of establishing and managing physical and digital resources, such as libraries, archives, and museums.
- **Online and Blended Learning Options:** Many programs offer online or blended courses to accommodate students with varying schedules and locations.

University of Missouri

School of Information Science & Learning Technologies

Master of Library and Information Science

This is a **Master of Library and Information Science** degree.

This degree is part of the [library and information science program](#), housed in the [School of Information Science & Learning Technologies \(SISLT\)](#). The program is [accredited](#) by the [American Library Association \(ALA\)](#), which granted continued accreditation status in 2015.

Program Structure

The MLIS degree program is offered completely online.

We use several different course structures to provide you with the broadest and most instructionally appropriate class opportunities.

- Online asynchronous classes allow you to participate anytime, anywhere.
- Online synchronous classes, scheduled at fixed times to allow online, offer real-time interaction without the drive time.

Course registration materials will indicate if a course has any synchronous sessions.

Courses

Courses are semester-based. Students typically take between one and three classes each semester and finish in two to four years. Topic strengths include:

- LIS professional history, ethics, foundations, and values
- Management of collections and information agencies
- Information technology and systems
- Services to a diversity of information users and communities
- LIS research and assessment
- Digital humanities
- Archives and records management
- Library services to children and youth

Degree Requirements

The program consists of **39 credit hours**, including 18 credits of [required courses](#).

Elective courses are selected in consultation with faculty advisers.

- Must include 15 credit hours of 9000-level courses.

- Must include 12 hours of courses taught by a full-time faculty member.

For additional information about planning your Program of Study, see the [LIS Student Resources](#) and [Courses](#) pages.

Practicum

All students are encouraged to complete a two- or three-hour practicum as part of the degree. The practicum is real-world experience in libraries and information agencies. Sometimes the practicum is an experience in another part of a library (public services versus technical services), in another kind of library (special versus academic) or in a different institution entirely (e.g. museums). Students are invited to tailor their practicum experience to their own needs and circumstances, including geography and specific areas you want to explore.

For more information, please see our [Practicum page](#).

Graduate Examination

Prior to graduation, all students must complete a graduate examination which requires them to demonstrate mastery of the [LIS Student Learning Outcomes](#). Students admitted prior to Fall 2016 may choose either the Comprehensive Exam or the ePortfolio. The ePortfolio will be the mandatory final product for all students admitted in Fall 2016 and later.

The ePortfolio is an accumulation of assignments and reflections that demonstrate mastery of the LIS Student Learning Outcomes. You will need to include three assignments that address each of the [LIS Student Learning Outcomes](#). Your performance and reflections will demonstrate that you are ready to enter into a professional career.

<https://cehd.missouri.edu/information-science-learning-technologies/academics/>

- 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.

MM: None of the document above this comment are required.

Physical Demands:

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- 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 MM: Optional

Knowledge, Skills, and Other Abilities: MM: This section includes some minimum requirements but is not required and some of it is duplicated above.

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- 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
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