
Library Board

Monday, July 20, 2020

Regular Meeting

Item F4

Discussion of Library Director Replacement Process

This item has been placed on the agenda to facilitate library board discussion with the goal of determining our part of the process. There is currently a freeze on filling vacancies, and so a request has been made to unfreeze so recruitment can start. A review of City Code is attached to illustrate the relationship between the Library Board and City government. The Library Director job description is also attached.

Staff Contact:

§19-5. Library Board; Powers Generally

The board of directors of the public library shall have power to ... appoint a suitable librarian *and assistants, to fix their compensation and to remove their appointments in accordance with the Personnel Rules of the City; to establish regulations for the government of such library as may be deemed necessary for its preservation and to maintain its usefulness and efficiency; ...* and to exercise such power as may be necessary to carry out the spirit and intent of Neb. Rev. Stat. §51-201 through §51-219 and to carry out the provisions of this chapter in establishing and maintaining the public library and reading rooms.

Library Personnel Policy <https://www.gilibrary.org/home/showdocument?id=10448>

§2-31. Hired Officials

The officials set forth below shall be hired officials which shall be selected for employment by the city as set forth in the personnel rules and regulations. All of the hired officials shall be subject to the personnel rules of the City of Grand Island as adopted by resolution. The personnel rules are supplemental to the civil service rules for the officials set forth in subparagraph (B), and supplemental to the terms of interlocal agreements pertaining to the officials set forth in subparagraph (C) below. The officials listed in subparagraphs (A) and (B) shall be hired by the Mayor with the approval of the City Council. The length of service of all the officials listed below shall be indefinite. The discipline and/or removal of the officials listed in subparagraphs (A), (C), and (D) shall be governed by the City's personnel rules. The discipline and/or removal of the officials listed in subparagraph (B) shall be governed by the City's personnel and civil service rules.

(D) The following shall constitute the official subject to the provisions of Article 2, Chapter 51 of the Nebraska Revised Statutes pertaining to libraries:

Library Director

§2-37. Administrator; Duties; General

The duties of the city administrator are as follows:

(1) Attend all meetings of the city council and its committees unless excused, with the duty of reporting on any matter concerning the City under his or her direction; and to attend such other meetings of departments and officials as the duties of the office may require, or as may be directed by the mayor or council.

(2) Make investigation into all affairs of the City and to make recommendations to the mayor and council for the adoption of such measures and ordinances as are deemed necessary or expedient for the good government of the City.

(3) Analyze the functions, duties, and activities of the various departments, divisions, and services of the City, and of all employees thereof, and to make recommendations regarding the same to the mayor and council; and to faithfully carry out the directives and recommendations of the mayor and council in coordinating the administrative functions and operations of the various departments, divisions, and services.

(4) Keep the mayor and council fully advised as to the financial condition of the City. **With the adoption of the budget and the passage of the appropriations ordinance by the governing body, the city administrator shall be responsible for the supervision and control of the budgeted expenditures.**

(5) Oversee the supervision of all employees, and evaluate all appointed and hired officials, and recommend to the mayor the appointment, discipline, transfer and dismissal of all City personnel.

(6) Investigate or have investigated all complaints filed against an employee, department, division, or service of the City, and to report such investigation with recommendation to the mayor and council.

(7) Act as Program Administrator for the Economic Development Program of the City, act as ex-officio member of the Economic Development Committee, assist the committee, and provide the committee with necessary information and advice on the economic development program.

(8) Perform all other duties and exercise such other power as may be required by ordinance, or prescribed by resolution of the mayor and council.



LIBRARY DIRECTOR

DEPARTMENT: Library

CLASSIFICATION: Exempt

DIVISION:

JOB CLASS: 0340

DEFINITION

Plan, direct and review the activities and operations of the Grand Island Public Library including library budget, hiring and supervision of library staff, oversight of building and grounds maintenance, collection development, evaluation of existing programs and procedures, formulation and implementation of solutions to library related problems, public relation and the development and promotion of new services; coordinate assigned activities with other City departments and outside agencies; and provide policy, technical and administrative support to the Mayor, City Council, Library Board and City Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction and general administrative direction from the Library Board and City Administrator, respectively.

Exercises direct supervision over professional and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement library goals and objectives; recommend and administer policies and procedures; monitor all library operations including patron relations.

Coordinate Library activities with those of other departments and outside agencies and organizations; provide staff assistance to the Library Board and City Administrator; prepare and present staff reports and other necessary correspondence; maintain organizational records.

Direct, oversee and participate in the development of the library's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare studies, reports, bid specifications, contracts, oral presentations and news releases concerning library operations, needs, services, programs and projects.

Oversee the maintenance of library facilities and equipment.

Plan, direct and maintain records for library fund raising projects; write, plan and supervise Library grants.

Oversee the requisition and processing of library material; stay abreast of new trends and innovations in the library field.

Supervise and participate in the development and administration of the library budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year

adjustments.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; represent the library before various officials, community and professional organizations, news media and the general public.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement discipline and termination procedures.

Conduct long range planning for the library; conduct community studies, patterns of use and studies of demographic changes; analyze and evaluate results with regards to future Library services.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern and complex principles and practices of library organization, administration and operation.

Program and project development applicable to a library system.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Principles, practices of fund raising techniques, public relations and grant writing.

Principles, practices and philosophy of library science.

Applications of library automation systems and related technology.

Other libraries and agencies and their resources and how they can be utilized in augmenting library services.

Principles and procedures of professional library work including methods and techniques of library classification, cataloging and reference.

Research and reporting methods, techniques and procedures.

Modern office procedures, methods and equipment.

Principles and procedures of financial record keeping and reporting.

Ability to:

Develop and implement library programs and services which stimulate reader interests and are responsive to the needs of the community.

Select, supervise, train and evaluate assigned staff.

Prepare and administer a budget.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively administer a variety of library activities.

Identify and respond to public, City Council and Library Board issues and concerns.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Evaluate and develop improvements in library operations, procedures, policies and methods.

Prepare clear and concise reports.

License or Certificate:

Possession of, or ability to obtain and maintain, an appropriate valid Nebraska driver's license.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in a public library including four years of administrative or supervisory responsibility.

Training:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

PHYSICAL REQUIREMENTS

Activities:

Sitting	Frequent
Standing	Frequent
Walking	Frequent
Reaching	Occasional
Climbing Stairs	Occasional
Bending	Occasional
Squatting	Occasional
Kneeling	Occasional
Twist/Turn	Frequent
Simple Grasping	Occasional

Fine Manipulation	Occasional
Handling	Occasional

Lifting

Waist Level	15#
Chair to Floor	15#
Above Shoulder	15#

<u>Push/Pull</u>	100#
-------------------------	------

Carry

Right	15# Occasional
Left	15# Occasional

Use of Feet

Left
Right

Foot Controls

Not at all
Not at all