

AGENDA
Special Meeting
Middleton Public Library Board Meeting
Location: Middleton City Council Chambers
July 20, 2021 5:30 pm

- I. Call to Order
- II. Approval of Agenda
- III. Action- State an effective date for new salary scale to take effect.
- IV. Executive Session – purpose of approval of Executive Director advertisement, appointing an interim director and approving that person’s salary. (Jim Taylor)
- V. Action from executive session
- VI. Adoption of the ad for the Library Director's Position (Don Watt)
- VII. Adjournment

MIDDLETON PUBLIC LIBRARY

307 Cornell Street
Middleton, Idaho 83644
208-585-3931
mymidlib.org

JOB ANNOUNCEMENT – LIBRARY DIRECTOR

The city of Middleton, a small, friendly, and warm-hearted place to live, seeks an experienced, dynamic, and visionary Library Director. The successful candidate must be able to maintain the current library services and be able to give leadership for future growth. The library serves a population of approximately 10,300.

Expectations

- Committed to the mission and philosophy of public library service.
- Demonstrated skill in leadership and driving continuous improvement.
- Track record showing excellent communication and interpersonal skills.
- Proven ability to work effectively with board trustees and community groups.
- Background in supervising and motivating staff members, volunteers and public affiliations.
- Ability to maintain positive, courteous and friendly manner with patrons of all ages and with colleagues.
- Demonstrate knowledge of library technology, automated systems and programs.

Minimum Qualifications

Bachelor's Degree and at least three years relevant experience.

Administrative and supervisory experience required, with preference given to experience in a public library or municipal administration.

The ability to fulfill all tasks outlined in the "Major Duties and Responsibilities" section, and to meet the demands listed in the "Working Conditions" section.

A Master's Degree is preferred.

Major Duties and Responsibilities

- Leads the day-to-day operations of the Library, including but not limited to reference, circulation, programs, volunteer recruitment and management, community outreach, staff development, and physical maintenance.
- Supervises library staff and schedules their work hours to create a harmonious and efficient team environment.
- With the Library Board, provides leadership and direction in the development of short and long range library plans
- Participates in the recruitment and selection of library personnel.
- Responsible for developing print and non-print collections, including selection, organization, maintenance, withdrawal, and disposal of materials, either directly or through delegation.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Assists in the preparation of the yearly budget for the consideration of the Library Board and the City Council. Manages the library's finances so that expenditures stay within the approved

budget. Bills must be submitted each month for the Board's approval. Maintains accurate financial records.

- Assures that library facilities and equipment are maintained properly, and coordinates maintenance and repair with the city's maintenance crew or other workers.
- Orders or oversees the ordering of all supplies needed for the library, including but not limited to, books and non-print resources, office and book-processing supplies, cleaning and bathroom supplies, and items needed for various programs.
- Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before students, business and civic organizations. Promotes the library at school events when feasible.
- Prepares monthly reports for the Library Board, reports as requested to the City Council, and prepares the annual statistical report for the state.
- Prepares grant requests to public and private agencies. Serves as the liaison to and prepares funding requests for the Friends of the Library and the Middleton Library Foundation.

Working Conditions

Duties are performed indoors in an office/library environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing stairs, balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to do business math. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile patrons/staff. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

Closing Date: For full consideration applications should be submitted by August 20, 2021, although applications will be accepted until the position is filled.

Salary Range: This salaried forty-hour/week position has a pay rate of from \$25/hour to \$30/hour plus benefits.

This advertisement is not intended as a complete description of all duties, functions, or responsibilities which the person in this position may be called upon to perform.

The Middleton Public Library follows all applicable local, state, and federal laws as regards its nondiscrimination policy in employment or in the provision of services to the community.

To apply send a cover letter and resume; additional materials may be requested from finalists for the position. A non-library email account is being used to make certain no staff members have access to the applications. Electronic applications should be sent to:

Library Director Search Committee
MidLibDirSearch@protonmail.com