

BOARD OF TRUSTEES EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, July 7, 2026 – 11:00 am – VIRTUAL MEETING <ul style="list-style-type: none">• <u>ONLINE MEETING VIA ZOOM</u>
1.	Call to order & attendance (4.5.8) A. Verbal roll call – Each member announces their presence by stating their name.
2. Agenda Action	Search Committee Adopts Hiring Plan Process, Timeline and Job Description Chair: Call for motion and second MOTION: I move that the Library Board of Trustees Executive Director Search Committee adopt the Hiring Plan Process, Timeline and Executive Director Job Description.
3. ADJOURNMENT	Adjournment

Phase 1: Discovery

- **Kickoff Meeting***
Search Committee + BMA review the process and approve the timeline.
- **Information Gathering**
BMA uses surveys and select focus groups to gather information about the organization, community, and position.
- **Job Announcement***
BMA drafts and sends announcement to the Search Committee for review/edits and approval.
- **Evaluation Rubric**
Created to minimize bias, and allow for an equitable and data-driven evaluation of candidates' skills/abilities that align with the position needs.

Phase 2: Recruit

- **Advertising**
Job announcement is advertised nationally via professional networks and jobsites.
- **Recruiting**
Candidates are recruited using professional networks and contacts.
- **Finals Planning Chat**
Search committee chair and BMA will meet to discuss Finals Activities
- **Applications Close**
BMA will organize candidate documents and send to Search Committee for easy perusal.

Phase 3: Assessment

- **Candidate Pool Presentation***
BMA + Search Committee meet virtually to discuss and review the applicant pool selecting 6-9 candidates for the first round of interviews.
- **Communication**
BMA notifies all applicants on the status of their application and invites selected candidates to continue in the interview process.

Phase 4: Interviews + Final Details

- **Quarterfinal Interviews (virtual)***
BMA leads Search Committee through a two-day interview process resulting in 3-4 semifinalists.
- **Planning**
BMA generates a semifinal interview schedule based on input from the organization. BMA contacts formal references and generates reports.
- **Travel**
Semifinalists receive travel reimbursement specifics per the organization's requirements and make arrangements as needed.
- **Semifinal Interviews (in-person)****
BMA manages a one- or two-day interview process, culminating in interviews with Hiring Authority. BMA facilitates discussion with Hiring Authority.
- **Finalist Approval****
Hiring Authority votes to approve a finalist at a special meeting following the required 14-day public notice period
- **Offer + Negotiation**
BMA extends the offer on the Hiring Authority's behalf, unless other arrangements are preferred.
- **Background Investigation**
BMA engages an investigative firm to verify candidate credentials and history.
- **Communication**
BMA maintains communication with the finalists and Hiring Authority throughout the process.
- **Start Date**
New hire start date is to be determined.

* Search Committee responsibility

** Hiring Authority responsibility

Activity	Target Date
Phase 1: Discovery	
Initial meeting with Search Committee and Consultant to review timeline and set schedule	Wednesday, June 3, 8am MT
Discovery meetings with: Leadership team, union reps	Beginning/Mid-June
Draft announcement sent to Search Committee	Friday, June 26
Announcement is approved by Search Committee	Tuesday, June 30
Phase 2: Recruit	
Post ads, actively recruit candidate pool	July 1 – August 9
Applications Close	Sunday, August 9
Phase 3: Candidate Assessment	
Qualified candidate documents sent to Search Committee	Wednesday, August 12
Candidate Pool Presentation via Zoom with Search Committee to select 6-9 quarterfinalists	Monday, August 24 8:00 – 10:00 am
Phase 4: Interviews + Final Details	
Quarterfinal Interviews via Zoom with Search Committee	Tuesday, September 8: 11:45 am – 5:00 pm MT Wednesday, September 9: 8:00 am – 1:00 pm MT
In-person Semifinal Interview Activities (Day 1) Staff Q+A Sessions + Location and Community Tours	Wednesday, October 14
In-person Semifinal Interview Activities (Day 2) Library Board Interviews in Exec Session	Thursday, October 15 (evening time)
Library Board votes to approve a finalist at a special meeting following the required 14-day public notice period.	
New Library Director Start Date	TBD (estimated January 2027)

Yellow Highlighted dates require **Search Committee** participation

Green Highlighted dates require **Library Board** participation

Blue Highlighted dates require **Staff** participation

Jefferson County Public Library

Executive Director Job Description



Summary: The Executive Director provides strategic, administrative, and operational leadership for Jefferson County Public Library (JCPL), working under the executive direction of the Library Board of Trustees to advance long-range planning, implement strategic goals, steward financial and organizational resources, and ensure that JCPL's services, programs, and outreach respond to community needs. The Executive Director works closely with the Library Board, County officials, community partners, the Jefferson County Library Foundation, library leaders, and staff, and directly supervises the Chief Executive Team while providing executive leadership for the entire organization.

Essential Duties and Responsibilities

Strategic Leadership and Governance

- Works with the Library Board of Trustees and JCPL staff to advance the mission, vision, values, and long-range goals of Jefferson County Public Library.
- Supports the Board's governance responsibilities by providing sound professional guidance, policy recommendations, strategic planning leadership, operational updates, and information needed for effective decision-making.
- Leads strategic planning in coordination with the Board and guides implementation of Board-approved priorities, programs, services, and community outreach to achieve organizational goals and fulfill JCPL's mission.
- Upholds JCPL's commitment to intellectual freedom, equitable access, privacy, lifelong learning, inclusion, and responsive public library service.
- Participates actively in relevant regional, state, and national professional organizations and development opportunities to remain current with emerging trends, strengthen JCPL's work, and contribute to the broader library profession.
- Fosters a positive, collaborative, accountable, and team-oriented organizational culture.

Financial Stewardship and Resource Development

- Develops, manages, and stewards financial resources to support the fiscal health and long-term sustainability of JCPL.
- Oversees preparation and administration of the annual budget; submits proposed budgets and regular financial reports to the Board; and ensures operation within the approved budget.
- Works collaboratively with the Jefferson County Library Foundation to support fundraising, philanthropic opportunities, and resource development aligned with the Library's mission.
- Builds and maintains productive financial and political relationships with public officials and community leaders to communicate JCPL's value, advocate for library priorities, and support long-term public investment in library service.

Community Engagement, Advocacy, and Communication

- Represents JCPL as a visible, active, and effective leader with residents, community partners, civic organizations, professional peers, the media, and local, regional, state, and national officials.
- Serves as a key spokesperson for the Library with community partners, constituents, the media, and the general public.
- Builds and maintains relationships with organizations, public officials, and library leaders throughout the region and state to strengthen JCPL's mission, advocacy efforts, partnerships, and community impact.
- Represents JCPL at professional conferences, public meetings, roundtables, civic gatherings, and other events; gives speeches and presentations; and participates in collaborative efforts related to public library service, legislation, and funding.
- Oversees marketing, communications, and public messaging for JCPL.

Organizational Leadership and Operations

- Oversees the effective administration and daily operations of JCPL, ensuring that staffing, policies, procedures, facilities, technology, collections, programs, and services support organizational goals and community needs.
- Directly supervises the Chief Executive Team and provides executive leadership through multiple layers of management across the organization.
- Leads the hiring, development, supervision, evaluation, and retention of qualified staff and supports clear communication, accountability, and collaboration across departments and locations.
- **Advances the library's commitment to diversity, equity, and inclusion by fostering an inclusive workplace, ensuring equitable access to services, and incorporating these principles into library operations and decision-making.**
- Maintains constructive labor-management relationships and works productively within a union environment, including communication and collaboration with AFSCME representatives in accordance with applicable agreements (CBA), policies, and law.
- Serves as final administrative authority on personnel matters, including promotion, transfer, discipline, and termination, in accordance with applicable laws, personnel policies, the CBA, rules, and regulations.
- Signs contracts, agreements, and other instruments made and entered into on behalf of the organization, consistent with Board policy and applicable requirements.
- Develops and oversees implementation of Library policies and procedures for all functions and day-to-day operations.
- Oversees collection development, facilities, technology, programs, and services, and evaluates their effectiveness to guide future action.

Public Service, Access, and Community Impact

- Ensures that JCPL's services, collections, programs, outreach, facilities, and technology are responsive to community needs and support equitable access for residents across the Library's service area.
- Uses data, community input, professional knowledge, and emerging trends to assess service effectiveness, identify opportunities, and guide continuous improvement.
- Supports efforts to identify and reduce barriers to library service, particularly for underserved communities.
- Ensures that JCPL's public service priorities reflect the Library's role as a trusted civic, educational, and community resource.
- **Cultivates a customer-focused environment that delivers excellent service to all visitors.**

Leadership Competencies

- Knowledge of public library principles, practices, ethics, and trends, including intellectual freedom, equitable access, privacy, inclusion, community engagement, and responsive service.
- Knowledge of strategic planning, policy development, fiscal management, budgeting, capital planning, personnel administration, facilities, technology, collections, marketing, and public communications.
- Ability to work effectively with a governing board and provide the information, guidance, and support needed for sound governance and decision-making.
- Ability to lead a complex organization with sound judgment, transparency, accountability, political awareness, and a strong commitment to public service.
- Ability to build and maintain effective relationships with staff, public officials, community partners, donors, professional colleagues, the media, and the public.
- Ability to communicate clearly and persuasively in writing, presentations, public meetings, media interactions, and one-on-one settings.
- Ability to foster a collaborative, inclusive, and high-performing organizational culture.
- **Ability to lead through change by developing innovative solutions, adapting to shifting priorities, and guiding staff through transitions.**

Qualifications

Minimum qualifications: a master's degree in public administration, business administration, information systems, or a related field; 8+ years of progressively responsible leadership experience, including at least 5 years supervising managers or senior staff in a library system.

Preferred qualifications: a master's degree in library and information science from an ALA-accredited program; 8+ years of progressively responsible leadership experience in a library system, including at least 5 years of supervising managers or senior staff. Multi-location leadership experience, experience overseeing an organizational

budget, administrative experience in a public library, experience working in a unionized environment, experience reporting to a governing board, and work with elected officials.