



## Library Board Member

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### Board Member Openings

- JOB TITLE:** Member, Board of Trustees
- LOCATION:** Library Boards are required by KRS 173.725 to maintain a geographical representation of the county. In keeping with that requirement, the Board is seeking one member to represent the Fort Thomas, Highland Heights, Southgate, Newport, and Wilder areas of Campbell County.
- SCHEDULE:** Generally, a maximum of four hours per month including one monthly meeting, continuing education opportunities, and visiting library branches/staff.
- DUTIES:** Job description attached. The Campbell County Public Library employs approximately 80 full and part time personnel working in four branch locations. The library has an operational budget of approximately \$5.8 million derived primarily from local property taxes.
- QUALIFICATIONS:** In addition to the geographical requirement, the Board seeks to develop an array of talented members with complementary skills. All candidates will, however, be considered.
- COMPENSATION:** None. Board members, under KRS 173.340, are reimbursed for business expenses only.
- CLOSING DATE:** Application form is available online and at the Patron Services Desk at each branch. Applications will be accepted until May 31, 2024.
- TO APPLY:** Mail application, cover letter and resume to:
- Campbell County Public Library  
Chantelle Phillips, Director  
ATTN: Board Selection Committee  
3920 Alexandria Pike  
Cold Spring, KY 41076  
cphillips@cc-pl.org



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### **OVERVIEW:**

The Board of Trustees is composed of five members who act cooperatively to provide oversight of the operations of the library including finances, policies, employment of the Library Director, and continuing development of the library program. Members are appointed by the Campbell County Judge-Executive with approval from the Campbell County Fiscal Court. Members serve four-year terms and may serve one additional consecutive term.

### **RESPONSIBILITIES:**

- Secure adequate funds for the operation of the library;
- Hire an interested, trained, capable Library Director;
- Determine, review and revise library policies as necessary;
- Approve expenditure of the library's funds;
- Encourage and receive gifts to the library;
- Work actively for the improvement of all libraries by supporting library legislation in Kentucky and the nation.

### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

Under KRS 173.725, the Board must maintain a geographical representation of the county. In addition to that requirement, the Board seeks to develop an array of talents in its membership and may seek particular expertise from a candidate to support its goals. Additionally, the Board looks for candidates who demonstrate:

- Ability to establish and maintain harmonious relations with the public and other trustees.
- Thoroughness; initiative; sound judgment; integrity.
- Ability to read critically and well.
- Ability to communicate effectively orally and in writing.
- Ability to multitask and to prioritize tasks.
- Sense of humor; motivation; positive attitude; respect for others.
- A strong commitment to customer service; integrity; honesty; tolerance.