

# CAREER OPPORTUNITY - GODDARD PUBLIC LIBRARY GODDARD, KANSAS

## Goddard Public Library Director

The Goddard Public Library is seeking an innovative, energetic and visionary leader to serve as its next Library Director. The ideal candidate should have a Masters of Library Science degree from an accredited institution, as well as three years of library management and supervisory experience.

The Director carries out the mission of the library with planning, organization, and good management of the library operations and facility while coordinating the program of services as set forth by the policies established by the Board of Directors. A great library director is a visionary leader who communicates well with the Board of Directors, staff and community leaders.



## About the Library

The Goddard Library was established in 1969 by the Goddard Woman's Club and became the Goddard Public Library in 1985. The library currently employs 2 full-time and 3 part-time staff, with an overall budget of over \$250,000. The Goddard Public Library is located on Main Street in downtown Goddard at 201 N. Main.

The library has grown steadily for the last four years, even during the pandemic. In 2022, the library offered 471 programs to children and adults, mornings, afternoons, evenings, and weekends. Patrons used nearly 53,000 library items last year, an increase of 29% over 2021. Total program attendance was 39,881.

The library is an integral part of the community, empowering our citizens by providing resources and activities that enrich, enlighten, and inspire. Last year, the library saw a 34%



increase in new patrons. The Summer Reading Program is very popular, open to all age groups, and patrons love it! Last year over 900 patrons participated in the program.

The Goddard Public Library Friends and Foundation organization hosted a Gala last year, complete with a dinner, theater performance, and an auction to raise money for the library. They also host the semi-annual Book Sale that's always a big hit in the community! The Friends group meets monthly and is a strong attraction for library supporters.

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## Essential Functions of Goddard Public Library Director

The following duties are not intended to serve as a comprehensive list of all duties performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Seven Key Areas of Director Duties:

- Planning and Policy Making
- Fiscal Management
- Personnel/Supervisory Management
- Library Program Management
- Property Management, Building Projects, and Technology
- Community Outreach and Public Relations
- Continuing Education

### Director Duties in Detail

#### 1. Planning and Policy Making

- *Establishes and implements all policies and procedures for the library including emergency procedures, with Board of Directors approval.*
- *Prepares regular monthly, and annual library reports, and oversees compilation of various statistics, surveys and reports.*
- *Takes an active role in library-safety compliance, adheres to safety procedures, and maintains current safety data for the library.*

- *Oversees the maintenance of the library's collection; develops policies in relation to the selection and purchase of all library materials.*
- *Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency.*
- *Manages the development and implementation of library goals, objectives, priorities, policies and procedures; ensures Board objectives are integrated into Library policies and goals.*
- *Drafts and recommends policy to the Board of Directors and plans for the implementation of the Goddard Public Library mission and goals.*
- *Provides support to the Board by assisting with meetings, preparing reports, and implementing decisions.*
- *Advises the Board of Directors to create a Strategic Plan utilizing yearly community survey results. The Director is responsible for achieving the approved plan.*

## 2. Fiscal Management

- *Acts as executive, financial and chief vision officer of the library. Manages and advises the Board on financial short-and long-range planning matters.*
- *Develops and maintains a relationship with the City of Goddard to ensure library funding.*
- *Works with Goddard Public Library Friends and Foundation Board to raise funding for the library.*
- *Writes and evaluates bid requests for presentation to the Board of Directors.*
- *Prepares and manages the library budget, including administration of funds from the Friends and Foundation organization, state funds, or other special grant fund allocations.*
- *Oversees monthly pay plan with the assistance of the Library's accountant.*
- *Prepares an annual budget with the Board of Directors' Finance Committee and presents it to the Board of Directors.*
- *Directs and controls the expenditure of funds within the budget approved by the Board of Directors.*
- *Pursues and applies for applicable grant funding.*
- *Directs the development and maintenance of the library collection, both physical and digital materials.*

## 3. Personnel/Supervisory Management

- *Possess strong leadership and management skills with a high degree of integrity and ethical standards*
- *Directs and participates in personnel actions such as scheduling, hiring, termination, and bi-annual evaluations.*
- *Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment.*
- *Regularly hosts internal staff meetings*
- *Effectively communicates to the staff, ensuring high productivity and quality customer service.*

- *Encourages professional development, initiative, and creativity in the staff.*
- *Hires, terminates, trains, supervises, and evaluates the performance of assigned personnel.*
- *Directs staff meetings and manages personnel policies and files.*

#### 4. Library Program Management

- *Manages and maintains the library's technology and web presence including social media.*
- *Works with the Friends and Foundation of the Goddard Public Library to support additional library services and programs.*
- *Completes circulation tasks as needed including processing, shelving, Inter-Library Loan requests, patron cards, and copies, etc.*
- *Provides reference and readers advisory services for patrons.*
- *Ensures the delivery of a variety of quality library programs and services to the community.*
- *Establishes and evaluates the effectiveness of library services, facilities, and programs in relation to the changing needs of the community.*
- *Manages collection maintenance including selection, deselection, and auditing the collection.*
- *Performs the implementation and ongoing management of an integrated library system and a multi-user network with local area network components.*

#### 5. Property Management, Building Projects, and Technology

- *Ensures safe conditions for staff and the public, taking appropriate action in building emergencies.*
- *Directs the development, repair, and maintenance of the Library building, working with the Public Works Director.*
- *Manages the development of capital improvement projects.*
- *Directs the maintenance of the library building, performing regular inspection and planning preventative maintenance on the library building in coordination with the City of Goddard, and oversees contractor work.*
- *Manages insurance coverage on all facilities, fixed assets, and inventory in coordination with the City of Goddard.*
- *Oversees management of servers, all systems, and equipment.*

#### 6. Community Outreach and Public Relations

- *Promotes and markets library services, programs, and materials within the Library and community.*
- *Builds partnerships with local businesses and organizations.*
- *Attend Goddard City Council and Goddard Chamber of Commerce meetings.*
- *Acts as spokesperson and representative for the library.*

- *Establishes and maintains effective working relationships with local government officials and agencies, including funding bodies, and other community leaders to meet the needs of the library service area residents, staff and facility.*
- *Provides information and attends the meetings of the Friends and Foundation of GPL organization.*
- *Responds to inquiries involving library-related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.*

## 7. Continuing Education

- *Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities.*
- *Participates in professional meetings and conferences and keeps informed of professional development opportunities.*
- *Encourages staff and Library Board to take part in continued learning opportunities through meetings, workshops, seminars/webinars, and conferences.*

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## Desired Skills and Competencies

### 1. Strategic Thinking

*Recognize evolving trends and technology and appropriately revise or create services and programs.*

### 2. Community Focus

*Work with a positive, service-oriented attitude, focused on current and future community needs.*

### 3. Leadership

*Support staff in developing innovative ways to assist the library in creating and maintaining relevant services and programs. Take a leadership role in state-wide activities for the benefit of the library and general library services. Show knowledge and demonstrated understanding of library administrative theory and practices.*

### 4. Problem Solving

*Recognize patterns, consider risks, and use sound judgment to identify, solve, and prevent problems. Have the ability to take charge and deal effectively with crises.*

### 5. Decision Making

*Gather, utilize, and interpret relevant information to make informed decisions.*

## 6. Financial Organization

*Successfully organize all income and expenditures, develop annual budget, manage payroll and benefits, prepare materials for annual audit through the City of Goddard, and oversee grant-funded projects.*

## 7. Presentation Skills

*Inform and educate small and large groups through a variety of presentation methods, including online and in-person venues.*

## 8. Communication

*Convey and receive information effectively in writing and when speaking, keeping staff, community, and stakeholders apprised of library services and programs.*

## 9. Dependability

*Take appropriate action to meet goals, schedules, and demands while accepting responsibility for actions, results, and risks.*

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**Mental and Physical Abilities:** The mental and 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. While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands and fingers, reach with arms and talk or hear. The employee is required to climb or balance; stoop, kneel, or crouch. The employee may be required to lift and/or move by pushing or pulling up to 50 pounds. The employee must be able to have physical stamina to provide active service to patrons during workdays of up to eight hours. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. The employee must be able to work flexible hours.

## Compensation

**Salary: \$48,000 Dependent on education and experience**

**Hours: Full Time (40 hours), Exempt**

**Benefits: KPERS Retirement and Negotiable Health Benefits**

**Reports: Goddard Public Library Board of Directors**



## Application Process and Contact Information

To apply please send a letter of application, resume, contact information, and three references to:

Megan Koenigs  
Goddard Public Library  
VP, Board of Directors  
[gpldirectorsearch@gmail.com](mailto:gpldirectorsearch@gmail.com)

If you have questions, please feel free to contact Megan Koenigs at:

[gpldirectorsearch@gmail.com](mailto:gpldirectorsearch@gmail.com)

**The position will remain open until filled.**

**Goddard Public Library is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.**

## About: City of Goddard

Goddard, Kansas is a great place to live and work! Goddard offers the best of small-town living: low taxes, one of the top school districts in the state of



Kansas, and great recreational opportunities. Our location is just west of Wichita, conveniently near the Eisenhower National Airport, as well as Wichita’s many entertainment, dining, and shopping amenities.



Goddard’s current population of 5,372 is growing substantially due to the high volume of new home communities being built in and near Goddard. Linear Park is a big attraction in Goddard, where StoryTimes for kids, fireworks, Disc Golf, entertaining bands, and game nights are held. The park has a great playground and has been recently updated with a pavilion and Splash Park.



The Prairie Sunset Trail is a popular public trail for walking, jogging, and bicycling borne out of the Rails to Trails initiative. The trail spans 15 miles from Garden Plain, just west of Goddard, through the city of Goddard and continues into west Wichita. It’s a recreational trail for all ages to enjoy and learn about the wonders of Kansas outdoors! Goddard Public Library provides a children’s’ StoryWalk on the Prairie Sunset Trail and new stories are updated every 3 months.



## About: Goddard School District

Many families specifically locate or relocate in Goddard or west Wichita because of the long-standing reputation for excellence of the Goddard USD 265 school district. For the 2022-2023 school year, there are 11 public schools serving 6,167 students: five elementary schools serving K – 4 grades, two intermediate schools serving 5 -6 graders, two junior high



schools serving 7 – 8 grades, and 2 high schools serving 9 – 12 grades. The District has 2 campuses, one in the city of Goddard and another to the east of Goddard, Kansas.

The district's average testing ranking is 9/10, which is in the top 20% of public schools in Kansas. The teacher to student ratio is 19:1. The school district's graduation rate of 94% has increased from 92% over the past five school years. Goddard schools are one of a few districts in Kansas



that offer STEM (science, technology, engineering, and math) classes from kindergarten through 12<sup>th</sup> grade.

Our students are recognized by the college community for the excellent scholastic preparation provided by Goddard Public Schools; a recognition that is verified by thousands of dollars in scholarships and awards granted to our graduates each year.

From the first graduating class in 1912, Goddard Public Schools has proven itself a leader in educational excellence. More than 87% of our students continue their education in college or vocational training.



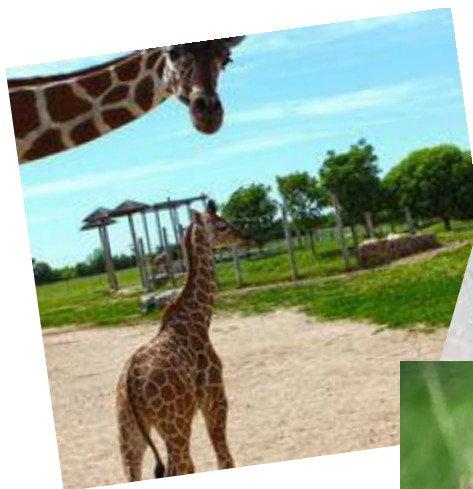
## About: Community



On August 2, 2008 Tanganyika Wildlife Park officially opened with 15 exhibits and 3 interactive areas. Since then, the park has grown into the 3rd largest animal collection in Kansas, and one of the largest attractions in the state. It is the

highest rated and most awarded venue in the Wichita area.

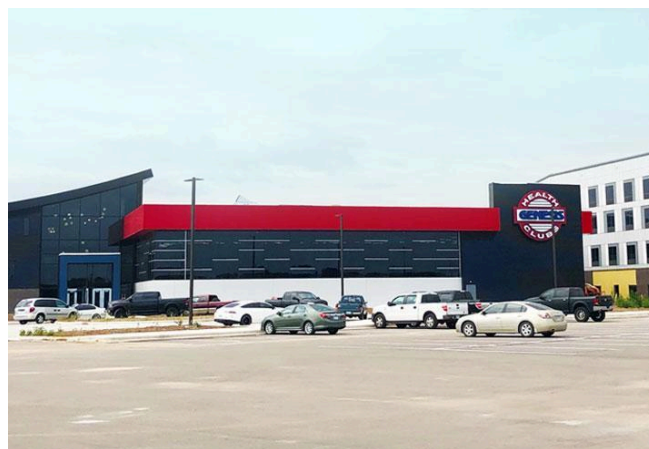
The Zoo has more than 40 exhibits featuring 10 interactive stations, over 400 animals and 37 successful breeding programs, and is adding a new penguin grotto, albino alligator exhibit, and Asian small-clawed otter exhibit. The family-owned facility is also a world leader in breeding rare and endangered species.



Tanganyika provides numerous programs for children and adults, and hosts a variety of school programs, summer programs, tours, night programs, and Scouting programs. The Zoo provides facilities for events of all kinds including corporate events, weddings, family gatherings, and special events.

The Genesis Health Club in Goddard is a brand-new facility that has everything you need for a great workout! Unique amenities of this Genesis club include a ten-lane pool and a warm-up pool, a steam room, hot tub, and a sauna.

The Genesis Sports Complex has 10 all-turf fields for baseball and softball games for all ages. They host many tournaments.





Blast Off Bay indoor water park at Genesis is the largest waterpark within 200 miles. The Childcare Center, Preschool, and the new Genesis Hampton Inn hotel will open this year.

