

ORGANIZATIONAL STRUCTURE

GOV-6.a

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Policy Statement

Jensen Memorial Library is a public institution, operating under the supervision of a five-person administrative Board of Trustees, in cooperation with the City of Minden.

Definition

This organizational structure is based on the division of authority for action and responsibilities within, and on behalf of, Jensen Memorial Library.

Guidelines

The Board is tasked with the establishment of rules and regulations for the government, operation, and maintenance of the library. The Board hires and appoints the Director, who is responsible for the day-to-day operations of the library and its staff. The Board is also responsible for administration of the Library Foundation, managed through the Kearney County Community Foundation.

The Director oversees the daily operations of the library along with the supervision of budget, personnel, policies and procedures, building and grounds maintenance, and any other issues that may arise regarding the library. The Director reports to the library's Board of Trustees.

The Director is also responsible for working with the Minden City Council and City Administrator regarding budgets, annual reports, personnel, and other areas which concern City funds and interests.

Regulations

