

WILDERNESS COAST PUBLIC LIBRARIES

CONTRACT FOR EMPLOYMENT

Date: 02/14/22

The Wilderness Coast Public Libraries agrees to continue with Courtney Nicolou as the central administrator (single administrative head) from 12/31/21 to 12/31/22. Her current salary is 54,590, plus a COLA of N/A. Benefits included are a health plan, State retirement, FICA, Medicare, Workers' Compensation, and travel reimbursed at the State rate.

She and the Governing Board agree to abide by the conditions set out in the *Wilderness Coast Public Libraries Interlocal Agreement* signed by the three counties of Franklin, Jefferson, and Wakulla, effective on October 1, 1995; the State Aid Guidelines; and the Special Independent District rules and regulations.

The Governing Board has the exclusive authority to hire, discharge, and set all conditions of employment of the single administrative head (subject to the provisions of the Agreement). The Governing Board shall have the authority to set policy, adopt plans, adopt budgets for the Wilderness Coast Public Libraries, and to enter into contracts on behalf of the Library.

The Single Administrative Head shall be hired by the Governing Board. The Single Administrative Head shall be the head of the Wilderness Coast Public Libraries, and shall have the following minimum qualifications: a Master of Library Science degree from an ALA accredited university or college, plus two years of successful, full-time paid library experience in a public library unit open to the public at least 40 hours a week.

The Single Administrative Head shall be an at-will employee of Wilderness Coast Public Libraries and shall serve at the pleasure of the Governing Board. The Governing Board shall set positions and salary structure, and the Single Administrative Head shall employ and engage employees of Wilderness Coast Public Libraries.

POWERS, DUTIES, AND RESPONSIBILITIES OF THE SINGLE ADMINISTRATIVE HEAD: The following activities shall be carried out by the Single Administrative Head for all library outlets under the plans, policies, and budgets adopted by the Library's Governing Board, and they may not be delegated through other interlocal agreements, or other service agreements: development of a single Long Range Plan for all library outlets for adoption by the library's governing body; development of a single Annual Plan of Service and Budget for adoption by the library's governing body; development of library policies for adoption by the library's governing body, including consistent policies that guide public service provided by all library outlets; implementation of the Long Range Plan, the Annual Plan of Service and Budget, and the policies adopted by the governing body; preparing reports on behalf of the library as required by the Division of Library and Information Services of the State of Florida; development and implementation of a plan for automated systems that provides library-wide access to materials, programs, and services; development and implementation of library programs and services that are planned and provided for two or more outlets; maintain and expend both components of multicounty grants, and LSTA grants, and other funds designated to be expended by the multicounty administration; and hire, evaluate, and discharge staff of the Wilderness Coast Public Libraries.

Either party agrees to give 30 days notice to the other party of intent to cancel the contract.

SIGNED

Wilderness Coast Public Libraries Governing Board Chairperson

Witness

Witness

Single Administrative Head

Witness

Witness