



SER 15

## DUTIES AND RESPONSIBILITIES OF THE LIBRARY DIRECTOR

It is the duties and responsibilities of the Library Director to:

1. Act as technical advisor to the board; recommend needed policies for board action; recommend employment of all personnel and supervise their work.
2. Carry out the policies of the library as adopted by the board.
3. Suggest and carry out plans for extending library services.
4. Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library program.
5. Maintain an active program of public relations.
6. Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.
7. Know local and state laws; actively support library legislation in the state and nation.
8. Select and order all books and other library materials.
9. Attend all board meetings other than those in which the librarian's salary or tenure are under discussion; may serve as secretary of the board.
10. Affiliate with the state and national professional organizations and attend professional meetings and workshops.
11. Make use of the services and consultants of the state library.
12. Report regularly to the library board, to the officials of local government, and to the general public.

A more complete picture of the responsibilities of the Library Director can be found in Standards for Illinois Public Libraries.

SER15 2007