

CAMDEN COUNTY LIBRARY DISTRICT POLICY MANUAL

Section 3. Administration

Subsection 4. Duties of Library Director

DUTIES OF LIBRARY DIRECTOR

The Director is the administrative officer of the library who is delegated the duty of carrying out the Board's policies. The Director is also the technical advisor to the Board, and as such, should suggest policies and furnish data necessary for decisions on policy. The Director carries out the details of the program according to the adopted policy.

1. To administer the library
 - A. All of the work of the library shall be under the administration of the Director, who shall be responsible to the Library Board. The Library Board shall hold the Director responsible for the successful and efficient administration of library service.
 - B. The Director shall operate the library and its activities in accordance with a uniform policy approved by the Library Board.
 - C. The Director shall consult with the Library Board on the formation of library service objectives, plans, and policies and shall seek Board approval before administering them.
 - D. The Director shall be empowered to make such rules and regulations governing the use of library materials as are consistent with good and efficient library practice and economy of service.
2. To be a technical advisor to the Board.
3. To hire staff for established positions according to the provisions of the personnel policies. There shall be a job description for all library personnel.
4. To direct the activities of the staff.
 - A. All personnel employed by the library shall be under the general supervision and direction of the Director.
 - B. Personnel of the library shall be assigned by the Director to such positions as are deemed best for the efficient management of service.
5. In cases of insubordination, the Director has the authority to suspend employment pending action of the Board. To prepare the budget in consultation with the Board. Once a year, before the September Board meeting, the Director is charged with the task of preparing a budget of library service expenditures for the ensuing year. The budget will show expected income and detailed list of proposed expenditures.

6. To keep financial records of the library.
 - A. The Director shall be required to submit for approval by the Library Board at each of its meetings a complete financial status report showing amounts spent to date. Bills shall be submitted to the Board monthly for approval.
 - B. Monthly bills shall be paid by check, executed by the Director, and signed by a Board member. Checks up to the amount of the spending authority of the Director may be signed by the Director pending final approval of the Board.
 - C. Assist the Treasurer in the collection, investment, and disposition of library funds.
7. To select and purchase books, library materials, and supplies.
 - A. The Director shall make purchases as provided in the annual budget. Any departure from this practice should be approved by the Board before purchase.
 - B. The Director shall receive, on behalf of the Library Board, under such rules as it may prescribe from time to time, books, money, equipment, and library materials as gifts and shall be authorized to dispose of materials not required for the library collection or service.
8. To prepare and release all library publicity.
 - A. Only the Director shall be empowered to issue publicity items and stories to news media about library affairs.
 - B. The Director may make regular contributions to the news media concerning library programs and services.
9. To stimulate growth of library service.
10. To attend library meetings.
11. To prepare an annual report to the Library Board on or before its March meeting for the prior year ending December 31.