

APPENDIX 2E - The Duties and Responsibilities of the Director

The duties and responsibilities of the director include, but are not limited to, the following:

1. Reports to and provides professional counsel to the Board, and has sole responsibility for the administration of the library within the framework of policies and contracts approved by the Board. Recommends policies and contracts for Board action as occasion demands.
2. Attends all official meetings of the Board other than those in which the director's own salary or tenure is under discussion. The director may speak on all subjects under discussion but does not have the right to vote.
3. Oversees all properties belonging to the library and is responsible for the library's operational efficiency. Prepares the annual working budget and administers the budget as approved by the Board.
4. Maintains files of minutes, policies, statistical reports, and other resources useful to the Board, director, and staff. Prepares reports and legal documents pertinent to the library district.
5. Responsible for the direction and professional development of the staff. Exercises responsibility for the supervision, performance, evaluation, salary review, and compensation of all personnel, and hires and manages direct reports. May exercise the right and responsibility to readjust working hours and staff assignments from time to time as the needs of the library may require, and to re-assign employees to other departments and library facilities, or to remove an employee when necessary.
6. Acts as representative of the staff in matters pertaining to salaries, working conditions, or other areas concerned with the welfare of the staff. The director is the spokesperson for suggestions from the staff, which may lead to the improvement of library service.
7. Responsible for the selection and purchase of all books, materials, and other resources as set forth in the Collection Management Policy (Policy 7).
8. Suggests actions, develops goals and objectives, and carries out plans for extending and improving library services, and keeps up with changing conditions and new methods of library procedure.
9. Participates with the Board in maintaining an active public relations program. Coordinates with other governmental agencies, affiliates, and the community, and oversees promotion of library services to the community.
10. Reviews and responds to complaints, petitions, and suggestions from the public. If the situation is not resolved at that level, a written statement of the situation and a request for a Board hearing may be made by the person or persons involved. This procedure is to be made known to the individual by the director. The Board will then take whatever action is deemed appropriate.
11. Ensures that the library district complies with all applicable federal, state, and local statutes, ordinances, and regulations, and maintains awareness of current changes and developments in library legislation. The Board acknowledges the

- right of the director in their official capacity to take a position on legislation directly affecting the library or the staff. The director will keep the Board informed of any such position taken.
12. Affiliates with local, state, and national library associations, and attends those professional meetings that may be beneficial to the library district. The director cooperates and maintains communications with the library community, including the Reaching Across Illinois Library System (RAILS), Illinois Library Association (ILA), and other affiliates.

Note: Financial duties and responsibilities of the director are set forth in the Financial Management Policy (Policy 5). Responsibilities regarding hiring and termination of employees are set forth in the Human Resources Policy (Policy 9).

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