

NORTH LOGAN CITY LIBRARY
Library Director Role Statement

The role and responsibilities of the North Logan City Library Director shall be as follows:

Governance

1. Know and observe local and state laws applicable to providing library services to the community.
2. Has direct responsibility for the management of the library within the boundaries of Board approved policies, planning, and budget.
3. Serve as an ex-officio, non-voting, executive officer of the Board, with responsibility to attend all Board meetings (except where job performance is evaluated).
4. Regularly report to the Board, City Council, and the public on the progress and needs of the library.
5. Follow North Logan City regulations, policies, and state laws in library business matters.
6. Respect and carry out the decisions and actions taken by the Board.
7. Remain politically neutral in representing the Library in the community and promote intellectual freedom for each patron.

Planning

1. Work with the Board in the ongoing Library planning process. Communicate the specific strengths and weaknesses of library services to the Board to enhance this planning process.
2. Report regularly on the progress of the Library's efforts to become a Public Library Striving for Excellence as certified by the State of Utah's Library Division. Regularly report on the Library's efforts to position itself as a resource, which may be integrated within the greater library service community in Cache County, the State of Utah, the nation, and the world.
3. Inform the Board of changing patronage information and service demands that may require revising the Library's mission statement. Assist the Board in conducting periodic needs assessments.

Personnel

1. Be familiar with North Logan City personnel practices and policies as well as local, state, and federal employment laws and practices.

2. Serve as the technical advisor to the Board on all Library operations. Responsible to recommend, hire, supervise, discipline, fire, and be responsible for employment of any library staff.
3. Communicate efforts and accomplishments of library staff and suggest appropriate recognition.
4. Communicate needed improvements in working conditions, compensation, and benefits to the Board.
5. Regularly conduct (at least annually) performance appraisals for library staff and maintain records and documentation of this appraisal process.
6. Responsible for ensuring that staff job descriptions are current.
7. Responsible to support, encourage, and motivate staff members in fulfilling assigned duties and providing high quality library services.
8. Communicate staff disciplinary actions to the Board. Any disciplinary action, including firing, shall be conducted in accordance with North Logan City personnel policies, practices, and procedures.

Community Cooperation & Public Relations

1. Maintain, coordinate, support, and promote Board approved community cooperation and public relation policies and programs.
2. Regularly report new books, materials, services, and programs provided by the library to the Board, the North Logan City Council, and the public (both through the media and in person).
3. Interpret Board public relations policies to the staff and encourage the staff to promote the Library.
4. Advise the Board of current issues and events affecting library services within the community, state, and nation.

Finance/Budget

1. Understand the funding source(s) of Library operation and expend Library funds judiciously and completely in selecting materials and providing services.
2. Prepare preliminary annual budget recommendation for Board and City Council review and approval based upon present and anticipated revenues. Relate the budget needs to the Board's overall plan for development of the Library.
3. Report regularly to the Board on budget expenditures and inform the Board of future demands upon the budget.
4. Suggest methods of stretching the budget through working cooperatively with other libraries, using technology, submitting state and federal grant proposals, and pursuing corporate or private funding opportunities.

5. Communicate and report on the use of library funds, circulation patronage, library usage, and any program attendance or usage statistics justifying additional funding to the Board and the City Council.

Policy Making

1. Assist the Board in complying with bylaws. Suggest bylaws additions or changes that expedite Board effectiveness.
2. Assist the Board in developing and implementing new policies as needed.
3. Regularly report to the Board on the progress and effectiveness of implementing Board approved policies.
4. Submit preliminary collection development and materials selection policy for Board approval. Select books and materials according to adopted policy.
5. Provide experience and expertise to assist the Board in adopting the most appropriate library policies based on patron information and service demands.
6. Support and defend the intellectual freedom of Library patrons, including promoting the Library Bill of Rights and the ALA Freedom to Read statement.

Continuing Education & Professional Development

1. Pursue ongoing continuing education and professional development opportunities to the extent permitted within Library operational and budget limitations.
2. Encourage, calendar, schedule, and promote continuing education and professional development opportunities for Library Staff Members and members of the Library Board and the City Council.

Approved by the North Logan City Library Board 11/62018

Approved by the North Logan City Library Board 6/20/2016

Approved by the North Logan City Library Board 1/23/1996