

# LESTER PUBLIC LIBRARY OF ARPIN

Job Title: Library Director

Name \_\_\_\_\_ Date \_\_\_\_\_

Reason for Appraisal: End of Probation \_\_\_\_\_ Annual \_\_\_\_\_ Final \_\_\_\_\_ Other \_\_\_\_\_

Item	Description of Responsibility	Exceeds	Meets	Needs Improvement
<b>Administrative Services</b>				
1	Act as the Library board's executive officer; serve as a technical advisor to the board; implement board policies.			
2	Draft an annual budget for board discussion and approval; assist with presenting the budget to local officials. Prepare annual report for review and approval by board.			
3	Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.			
4	Recruit, select, hire, supervise, delegate, evaluate, and terminate, if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).			
5	Prepare library board meeting agendas and necessary reports in cooperation with the library board president and notify board members of scheduled meetings.			
6	Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.			
<b>Collection Management</b>				
1	Select or direct the selection of materials for all media and all groups. Periodically review the collection development policy and make recommendations to the library board for review.			
2	Catalog and classify library materials according to acceptable standards and maintain the public catalog. Process materials to provide appeal protection and control. Oversee the shelving and organization of material. Develop and maintain a regular weeding schedule.			
3.	Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.			
<b>Specific Duties</b>				
1.	Develop and execute service programs addressing needs of various users and make the Library more accessible to all. Provide friendly and efficient direct assistance to. Prepare news releases and submissions to the media to announce new or special services and stimulate interest in the library and events that spotlight the library.			

2.	Assist and guide local volunteer groups (e.g. Library Friends) who wish to help with Library promotion, fundraising, and enhancement of services. Prepare grant applications in order to supplement local funding of library operations and development.			
3.	Maintain records showing all programs offered and number of attendees at each program. Conduct ongoing evaluations of existing Library programs, services, policies, and procedures, and then submit recommendations for improvements to the Library Board.			
	<b>Facilities Management</b>			
1.	Oversee care and maintenance of the library building and oversee care of the grounds.			
2.	Regularly review building needs and advise the board in its planning for future expansion or development. Assess the adequacy of existing facilities in regard to the provision of automated services.			
	<b>Review of Objectives</b>			
1				
2				
3				
	<b>Overall Assessment</b>			

	<b>Objectives for the Next Reporting Period</b>
1	
2	
3	
4	

Library Director Comments

Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Directors Signature \_\_\_\_\_ Date \_\_\_\_\_