

Cross Plains Public Library

Policy for Library Director

A. Duties and Responsibilities

1. Library Operation

- Carry out the Library's policies as directed by the Board of Directors.
- Assist patrons in the selection and use of Library materials and equipment, including services available from the Texas State Library and Archives Commission.
- Check library materials in and out, and see that they are re-shelved in the proper place.
- Process newly acquired materials for circulation.
- Maintain accurate records of circulation (including e-books), fines, donations, memorials, and books or equipment given to the Library.
- Endeavor to recover overdue and/or lost books.
- Keep track of E-Books, ordering when necessary.
- Direct the care and maintenance of the Library building and equipment, reporting necessary expenditures to the Board.
- Supervise the selection and processing of all Library materials and equipment within the policy and budget guidelines provided by the Board.
- Ensure that the Library is clean and orderly at all times, and that all equipment is working properly (or that necessary repairs are being performed).
- Supervise the selection and training of the Library staff and volunteers, and assign appropriate responsibilities to them.
- Evaluate staff performance on at least an annual basis and report performance to the Board.
- Assume responsibility for monthly and annual reports of Library services and activities, as well as preparing weekly statistics for the local newspaper.
- Address behavioral issues in the Library as needed.
- Pick up and process the mail on each workday.
- Deposit all monies in the Library's bank accounts.
- Purchase library and janitorial supplies as needed.
- Prepare articles or ads for the newspaper(s) as requested by the Board.
- Supervise existing library programs and initiate new ones.
- Give help and direction to volunteers working in the Library or working on library programs.
- Maintain accurate records of ticket sales or reservations, books or other items for sale as well as volunteer hours.
- Send thank you letters for donations, memorials, and living tributes, and send thank you notes to ASAP and Summer reading program volunteers.

2. Relationship with Board

- Meet with the Library Board at regularly scheduled meetings and at called meetings if asked to do so.
- Work with the Board president in preparing meeting agendas, if requested to do so.
- Keep the Board informed of the activities, acquisitions, and new personnel of the Library. Present Board with stats at their monthly board meetings.
- Inform the Board regarding budget and financing implications.

- Assist in preparing the annual budget proposal as requested by the Board.
- Cooperate with the Board and volunteers in fund-raising and promotional projects.
- Guide the Board with professional expertise.

3. Professional Development

- Attend continuing education programs as required for Texas State Library and Commission accreditation, in person or online, with any associated expenses to be paid by the Library.
- Attend meetings, workshops, seminars, and conferences of organizations appropriate to the Library and management fields.
- Stay informed of Library trends through professional reading and workshop opportunities.

B. Compensation, Hours, & Evaluation

- The Library Director's financial compensation will be set by the Board and will be reviewed on an annual basis.
- A 24-hour work week is required. In the ordinary course of events, it is expected that the 24 hours will be put in during the Library's operating hours – 12:00 to 5:00 PM, Monday, Tuesday, Wednesday, and Thursday, with 4 flex hours.
- When the Library Director must be away during regular hours of operation, he/she will arrange for appropriate coverage by Library staff or qualified volunteers, and the time can be made up on another day, preferably within a two week period.
- While LAP is being held (November through April), the Library Director is expected to be in attendance from approximately 9:30 to 11:30 AM on Wednesday mornings. He/she may then leave early or come in late another day that week to make up for the extra time (after arranging for appropriate coverage).
- The Board encourages the Library Director to attend Library functions that are held outside of normal working hours; however, such attendance is voluntary.
- Two weeks unpaid vacation is allowed, with coverage to be arranged beforehand.
- The Board will evaluate a newly-hired Library Director's performance after 3 months, and again after 6 months. After this initial period, the Board will evaluate performance annually.

Adopted by the Board February 13, 2017

Edited July 6, 2020