



Library Director

Purpose

The Library Director serves as the chief executive officer of the Nippersink Public Library District and is responsible for the administration, management, and leadership of the Library. The Director reports directly to the Board of Trustees and ensures that the policies, goals, and strategic priorities established by the Board are effectively implemented.

Duties and Responsibilities

Governance and Administration

1. Acts as the Board's professional advisor, providing recommendations on policy, planning, and operational matters.
2. Implements policies adopted by the Board and develops corresponding administrative procedures.
3. Attends all Board meetings, except when matters concerning the Director's own compensation or evaluation are discussed in closed session.
4. Keeps the Board informed of the Library's operations, progress, and needs through regular reports and communication.

Personnel Management

5. Oversees the recruitment, hiring, supervision, evaluation, and development of all Library staff in accordance with applicable employment laws and Library policies.
6. Promotes an inclusive, respectful, and equitable workplace culture that supports staff growth, professional development, and teamwork.
7. Administers disciplinary actions, promotions, and terminations as needed, consistent with Board-approved policy.

Planning and Operations

8. Directs the day-to-day operations of the Library to ensure high-quality, efficient, and accessible public service.
9. Leads the development and implementation of the Library's Strategic Plan, aligning programs and services with community needs.
10. Oversees the selection, acquisition, processing, and maintenance of all Library materials and technology resources.
11. Ensures compliance with all applicable local, state, and federal laws, including library, employment, financial, and accessibility regulations.

Financial Management

12. Prepares and administers the annual operating budget in consultation with the Board, providing regular reports on revenues, expenditures, and fiscal performance.



13. Pursues and manages grant opportunities, donations, and partnerships to supplement the Library's resources.
14. Ensures sound financial stewardship, transparency, and accountability in all Library operations.

Public Relations, Advocacy, and Community Engagement

15. Serves as the primary public representative of the Library, promoting its mission and services within the community.
16. Maintains a strong public relations program through outreach, marketing, and partnerships with community organizations, schools, civic groups, and government bodies.
17. Represents the Library in local, regional, and state library associations and advocates for public libraries through legislative and community channels.
18. Ensures that Library communications—both traditional and digital—are inclusive, accurate, and consistent with Library values and policies.

Professional and Personal Development

19. Pursues ongoing professional growth through participation in educational programs, professional associations, and leadership development opportunities.
20. Encourages and supports continuing education and training opportunities for all staff.

Patron and Community Relations

21. Acts as the point of contact for patron issues referred by staff, ensuring timely, respectful, and equitable resolution.
22. Fosters an inclusive and welcoming environment that reflects the diversity of the Nippersink Public Library District community.

Evaluation

The Library Director shall be evaluated annually by the Board of Trustees according to established goals and performance expectations.