Checklist of Director Responsibilities

The library

- ☐ The library has a strategic plan which aligns with its mission, and it is making progress with regard to that plan.
- ☐ The Director demonstrates analysis and judgment in planning and evaluation of library programs and services.
- ☐ The Director demonstrates creativity and initiative in developing library programs and services.
- ☐ The Director maintains and utilizes a working knowledge of significant developments and trends in librarianship.

Administration and HR

- ☐ The Director establishes and makes use of a management team.
- ☐ The work of the library is delegated across staff.
- ☐ Staff are given feedback, their accomplishments are reviewed, and they are invited to create their own goals for growth.
- ☐ The library has policies governing operations and employment which are regularly reviewed and enforced.
- ☐ The Director assures compliance with employment laws.
- ☐ The library encourages staff development and education.
- ☐ Management maintains a climate which attracts, keeps, and motivates a diverse, quality staff.

Community Relations

- ☐ The Director serves as an effective spokesperson for the library, representing the programs and point of view of the library to other organizations and to the public.
- ☐ The library establishes sound working relationships with community groups.

Financial Management and Compliance

- ☐ The library has sound financial practices.
- ☐ The Director works with staff to develop and oversee the budget.
- ☐ The library maintains official records and documents, and assures compliance with regulations, laws, and reporting requirements.
- ☐ The Director executes legal documents appropriately.
- ☐ The Director oversees the proper use of library funds.

Board of Directors

- ☐ The Director works well with the Board.
- ☐ The Director provides appropriate, adequate, and timely information to the Board.
- ☐ The Director sees that the Board is kept informed on the condition of the library and all important factors influencing it.