



NJ STATE LIBRARY

# LIBRARY DIRECTOR RESOURCES

[www.njstatelib.org/librarydirectors](http://www.njstatelib.org/librarydirectors)



In all aspects of the continued success of the library, the most important role is that of the library director. The library director should be the nexus of information, sharing with the library board of trustees ideas, concerns, financial and budgetary information, political sensitivities and, most critically, a vision for the future. After all, it is the library director who knows the most about the library, its challenges and its hopes for the future.

## MAJOR DUTIES & RESPONSIBILITIES

- Acts as professional/technical advisor to library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- Hires and supervises personnel
- Implements board policy, interprets library policy for the public
- Administers the library budget
- Manages library services and programs
- Directs and provides outreach services to the community
- Manages and maintains the library facility/building, computer technology, the library's automation system and other library equipment
- Represents the library in the community and promotes the library and its services
- Teaches the community how to access, evaluate and use information resources, both in paper and electronic

## WHAT LIBRARY DIRECTORS NEED TO KNOW

The State Library provides a wide range of resources and training for new, and experienced, directors.

- Library Law
- Webinar on Library Law
- Library Structure & Funding
- Working Together: Roles & Responsibilities Chart
- Per Capita State Aid (PCSA)
- Webinar on Per Capita State Aid
- Timeline for the PCSA process
- The Annual Survey
- Library Statistics
- Sample Director's Manual

## CONTACT INFORMATION

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# LIBRARY TRUSTEE RESOURCES

[www.njstatelib.org/librarytrustees](http://www.njstatelib.org/librarytrustees)



**LIBRARY TRUSTEES: GUARDIANS OF THE PUBLIC TRUST** - Being a library trustee means that you have been entrusted with the welfare of an important community institution capable of serving everyone in your community. A trustee's first loyalty is to the library and to the community it serves.

## WHAT SHOULD A TRUSTEE KNOW?

- Organization of the board
- Library services and resources available
- Who uses the library and who does not
- Information needs and interests of the community
- How to work effectively in a group
- Services available from the State Library
- National library trends, standards and developments
- Library law
- Legislation affecting libraries and pending legislative developments

## ONLINE TRUSTEE RESOURCES

- New Jersey Library Trustee Manual
- Library Law
- Webinar on Library Law
- Library Structure & Funding
- Working Together Roles & Responsibilities Chart
- Library Statistics
- Trustee Core Knowledge
- Strategic Planning
- United for Libraries Tip Sheets for Trustees

## WHAT IS A LIBRARY BOARD'S JOB?

- Support growth of library services and advocate for excellence
- Obey state and federal laws
- Build board policies and procedures so you can work on behalf of the community for needed library services
- Know the community and its needs to help produce the best library service possible
- Ensure through hiring and evaluating a library director that the library has professional guidance and performance
- Strive to obtain for the library, and for libraries in general, satisfactory public financial support
- Provide a model of exemplary performance of a public body functioning as a part of government

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