



# Kentucky Department for Libraries and Archives

*Serving your need to know*



## Public Library Director Resources

As library director, you have a very important role in the success of the library. The library director is a critical source of information for the trustees and staff. This includes sharing ideas, concerns, financial information, and a vision for the future. The library director's role can be challenging but has many rewards and can make an lasting impact in your community.

### MAJOR DUTIES & RESPONSIBILITIES

- Acts as professional/technical advisor to library board of trustees on policy, finances, planning, library performance, and laws affecting libraries
- Hires, supervises, and inspires personnel
- Implements and interprets library policy
- Administers the library budget
- Manages library services and programs
- Directs outreach services to the community
- Manages and maintains the library facility, computer technology, automation system, and other library equipment
- Represents the library in the community and markets the library, its programs, and services
- Promote the library in the community and beyond

### WHAT LIBRARY DIRECTORS NEED TO KNOW

Library Directors' Toolkit  
Library Law  
Open Meetings and Open Records Acts  
Library Funding and Governance  
Department for Local Government (DLG)  
KDLA Annual Report  
Certification Requirements  
Continuing Education  
Trustee Manual

### Regional Library Consultants

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