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 a 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
- Promotes 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

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