

## Dutton S. Peterson Memorial Library Director

---

The Dutton S. Peterson Memorial Library Director is the library's chief executive and is responsible for daily operations, project implementations, procedure development, Board-approved policy enactment, as well as for providing the guiding direction and vision for the library's future.

### **Primary Responsibilities:**

#### Operations

- Has direct responsibility for the administration of the library within the framework of the library's board's plan, policies, and budget
- Carries out policy as determined by the library board.
- Recommends and administers policies on the purchase of library materials
- Factors in book reviews and patron borrowing trends when selecting new material for acquisition
- Conducts inventory and the weeding of books in order to maintain and improve library collections
- Explains use of the online catalog and book shelving arrangements to the library patrons
- Defines and establishes procedures for user registration and library material checkout and return
- Performs electronic interlibrary loan requests
- Arranges for printing of necessary forms, bookmarks, etc.
- Monitors library facilities and recommends maintenance needs

#### Management and Planning

- Trains new volunteers as well as staff, should that situation arise
- Prepares for and supervises orderly shelving of new and returned materials
- Plans the installation of new and approved types of services and programming
- Maintains files and records
- Directs and supervises the expenditure of approved funds
- Keeps informed of and manages application for possible grant opportunities available to the library

#### Library Promotion and Community Outreach

- Becomes familiar with patron interests and needs in order to help find materials of interest and use
- Evaluates effectiveness of the library's services in relation to the changing need of the community
- Prepares library displays and exhibits; assists with library media promotions
- Assists with fundraising efforts and events
- Conducts necessary correspondence
- Represents library board at community and group meetings as required

#### Board and Sponsor Interaction

- Attends monthly board meetings
- Recommends essential library services and policies to the board
- Provides feedback on and advice regarding board proposals
- Compiles and provides statistics for annual report and other board uses
- Liaise with the library's sponsoring organization – the Village of Odessa
- Prepares preliminary annual budget based on present and anticipated revenues and needs