



Library Director Responsibilities

Advocacy

With your staff, board, city, local government, state/federal reps, patrons, and your community.

Budget Administration

- City practices
- County Funding
- Spending
- Reporting to your board

Building/Facility

Circulation of Library Materials

- [Cataloging](#)
- Circulation [Policies](#)
- [Collection Development](#)
- [Horizon](#) ILS

Communication and Director Time

A lot of time spent as a library director is in communicating with various constituents: your city, board, staff, patrons, county, colleagues, and SELCO.

SELCO sends out many emails that are targeted by subject.

To be engaged, you are responsible for reading emails from SELCO, and reaching out with questions.

You will need some uninterrupted time to focus on emails and communication with colleagues, etc. Your Board should ensure that

you have time to read through emails, respond to emails, make phone calls, etc.

Continuing Education/Professional Development

For you and your staff

All public libraries are also members of SELS, which provides for and funds library related workshops, scholarships, grants, and other learning opportunities.

Data

As a library director, you will be asked to provide data for your board, your city, and for the MN Public Library Annual Report.

- Horizon data can be found on the Info Portal [Reports page](#)
- [MN Data Practices Act](#)
- [Census Data](#)
- Patron confidentiality (trumps the Data Practices act)

Friends Group

- Requests for support
- Director role with the Friends

Funding Streams for your library

- State
- City
- County
- Grants

Library Board/Trustees/Governance

- Statute 134 - [2021 Minnesota Statutes](#)
- Governing Board
- ByLaws
- Policies

- Procedures
- Budget
- Educating your board
- Recruitment of new board members - this is your board's task

Marketing

SELCO does not provide a marketing service, but the link above will give you some resources

MN Public Library Annual Report

Every library fills out an annual report to the state of MN, through the Counting Opinions website. SELCO provides resources and a cheat sheet. You have from the end of January till April 1 every year to fill it out. You can consult with SELCO staff for help.

Office skills you will likely need as a library director

Outreach

Personnel Management

- Staff
- Volunteers
- Hiring
- Scheduling
- Training

Programming

Part of your time spent as library director will be to provide (or to delegate) programs to your community. Usually programs include storytimes, something for young adults, and something for adults.

Records Retention

- City practice
- [MN Historical Society Legal Requirements](#) (that trump city practice)

Reports (*see also Data*)

SELCO (MN Regional System)

[What is SELCO](#)

SELCO [website](#)

SELS (Multi County Multi Type Libraries)

SELS includes Public Libraries

[What is SELS](#)

[SELS site](#)

Strategic Planning

Succession Planning

Technology Competencies

Training

You are responsible for training your staff in the work you expect them to do at your library. Each library has distinct ways of providing services.

SELCO offers training materials and professional development workshops to supplement your training.

Trends in Library Service

Bad Libraries Build Collections, Good Libraries Build Services, Great Libraries Build Communities [David Lankes]