

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 2010 THE DIRECTOR

The Director shall carry out policies of the Board of Library Trustees in the administration of the Hammond Public Library System. The Director shall be directly responsible to the Board for the total administration of the Hammond Public Libraries. The Board shall vest in the Director the necessary authority and shall provide the necessary support to carry out such administration.

BP 2011 APPOINTMENT OF THE DIRECTOR

The Board of Library Trustees shall appoint a qualified Librarian to serve as Director. The Board shall utilize proper professional services to assist in determining qualifications of candidates and in determining the process for screening and selecting the most qualified Director.

BP 2012 FUNCTION OF THE DIRECTOR

Direct the planning, management, and evaluation of all the phases of the library system.

Have the power to make rules not in conflict with the law or with the adopted policies of the Board and to decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the libraries.

Recommend the appointment, assignment, transfer, promotion and demotion, suspension, or dismissal of all employees. All such recommendations shall be reported in writing to the Board for approval and confirmation.

Direct the formulation of salary schedules and make recommendations to the Board; and after their adoption by the Board, shall assign salaries to personnel on the basis of said schedules.

Direct the work of the Library staff in the development and evaluation of all programs and services and upon the basis of the findings shall recommend needed revision to the Board for approval.

Direct the preparation of an annual budget showing the estimated needs of the ensuing fiscal year, and the annual appropriations, and submit them to the Board in accordance with the requirements of law.

Subject to the decisions and authorization of the Board, the Director shall be responsible for the care and preservation of the property in charge of the Board; direction of the selecting, ordering, cataloging and maintaining of all books and related materials subject to the Hammond Public Library Materials Selection Policy officially adopted by the Board; purchase of supplies and equipment; keeping of financial and statistical records; and the carrying out of Board policies.

The Director shall prepare an annual report each year showing the operation of the Library during the preceding calendar year and give an accurate record of all receipts, expenditures and funds.

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BP 2012 FUNCTION OF THE DIRECTOR (continued)

The Director shall attend all Board meetings (with the exception noted in Board Policy 1200, Section 12) and shall make reports and recommendations on the finances and other matters pertaining to the operation of the Library.