

Category: Personnel
Policy Number: 501
Title: Job Description of Library Manager (cont.)

3. Administration and Supervision

- Attending all regular Board meetings and other sub-committee meetings as required (e.g. Policy Committee, Finance Committee, Building Committee).
- Having knowledge of provincial and local library legislations and helping to create and implement proper policies and procedures in accordance with such legislations.
- With the Finance Committee, researching grants and funding opportunities and, with approval, applying for any that are appropriate. Staying alert to other opportunities for alternate sources of funding.
- Creating monthly reports on all aspects of library operations and programs for the Library Board and the Friends of the Library.
- Representing the library at the regularly scheduled meetings of the following groups: Friends of the Library, Sturgeon Libraries, Sturgeon Adult Learning Council, and when possible NLLS Library Managers Council.
- Submitting all necessary documents to NLLS and the Public Library Service Branch.
- Coordinating all library records as they pertain to Policy 403 – Records Retention and Disposition.
- To prepare the annual report and survey, with input from the town. Also assist the Board in preparing the annual budget.
- To consult with the Board on instances of out of the ordinary expenditures.
- Processing accounts payable and receivable and balancing library cash flow.
- Processing staff time sheets and keeping current records of staff appraisals.
- Developing and maintaining a volunteer program.
- Training, supervising and evaluating all staff, volunteers and summer students as well as keeping up to date on all new procedures.
- Maintaining a regular program of professional development when budget allows.

Reviewed May 14, 2022

Policy #501
Job Description of Librarian