

Responsibilities of the Head Librarian of Wynnewood Public Library

1. Act as technical advisor to the board; recommend needed policies for board action; recommend employment of personnel and supervise their work
2. Carry out policies of the library as adopted by the board
3. Suggest and carry out plans for extending library services
4. Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library program
5. Maintain an active program for public relations
6. Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.
7. Know local and state laws; actively support library legislation in the state and nation
8. Select and order all books and other materials
9. Attend all board meetings other than those in which the librarian's salary or tenure are under discussion; serve as secretary of the board if appropriate
10. Affiliate with the state and the national professional organizations and attend professional meetings and workshops.
11. Make use of the series and consultants of the state library
12. Report regularly to the library board, to the officials of the local government, and to the general public