



ADMINISTRATIVE FORM

DIRECTOR WORK PLAN

Responsibility	Objective	Time Line Goal
Planning	Develop and revise long range/short term plans.	Annually
	Integrate Annual Plan into a Long Range Plan.	Begin in 2004
Establishing Priorities	Determine goals and priorities based on library Mission Statement, Goals and Objectives.	Continuous
Preparing & Managing Budget	Effectively allocate and determine priorities within allotted funding.	Monthly/Annually
	Actively seek additional funds through grants or other resources.	Continuous
	Present budget report to Board of Trustees.	Monthly
Policy Recommendations	Determine policy needs and need for updating existing policies.	Monthly/ As needed
	Establish written policies.	As needed
	Present policy recommendations to Board for approval.	As required
Implementation of Board Decisions	Implement and support Board decisions to staff and community.	Ongoing
Managing Staff	Maintain supportive and professional staff relationships.	Continuous
	Provide regular staff meeting time to address issues, share knowledge and discuss library services.	Monthly or Weekly
	Create clear and objective job descriptions for all staff.	Annual evaluations; New hires
	Create an evaluation process for staff, which sets clear expectations and joint goals.	January 2004
Developing Staff	Promote staff development opportunities for continued learning, with financial incentives for staff training.	At least one annual conference/training opportunity
	Utilize conference opportunities for director.	One conference per year

Public Services	Identify and provide services that meet community needs.	Ongoing
	Market library services to all ages and interests.	Weekly
	Evaluate current services to the public for effectiveness, and revision of planning goals.	Annual, Monthly, Weekly
Collection Development	Determine user needs.	Continuous
	Assess collection, Acquire needed materials, Maximize use of materials by community, and Maintain the collection (weeding, mending, updating, etc.)	Continuous
	Offer alternative sources and formats of materials through interlibrary loans, online texts, etc.	Continuous
Maintenance and Construction of Library Building	Maintain building and grounds.	Ongoing
	Maximize and improve uses of existing space for best use.	Continuous
	Plan for future needs regarding current facilities or new construction needs.	Annual
Interaction with Community	Provide information on the Library and its services to all library district constituents, as well as organizations.	Ongoing
	Solicit opportunities by and for Library Director to present programs and services at a variety of agencies, institutions, and community groups.	Once a month
	Provide atmosphere of welcome to all library visitors by a greeting or acknowledgement from library personnel.	Daily
	Encourage participation at library by Children and Young Adults.	Daily
Cooperation with other Libraries, Associations and Programs	Establish cooperative working relationships with County, State and National librarians and library associations.	Continuous
	Establish director membership in WLA (Washington Library Association) and/or PNLA (Pacific Northwest Library Association).	Annual
	Represent La Conner Library at county and statewide planning meetings and events.	Ongoing
Friends of the Library	Promote cooperative working relationship with Friends of the Library.	Ongoing
	Provide opportunities for volunteerism where it serves the needs of the library.	As needed
	Summarize the role of Friends of the Library	Annual report

	and its value to the library, to FOL and to the Board.	
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Effective: 9/12/03

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