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CHAPTER 7: Administrative
Management
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Title: Administration of Library
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The function of the Library Director and the Administration Office is to manage the Library's resources in an effective and efficient manner. This includes the general management of the Library, personnel, administration, and finance.

General management includes overall library planning; evaluation of services; preparation of service objectives; execution of policies established by the Board of Trustees and interaction with the Board of Trustees; the Friends of the Marathon County Public Library; the County Board; the city Council; School Districts; the Wisconsin Valley Library Service; the Wisconsin Library Association; Division for Libraries, Technology & Community Learning; the Wisconsin State Legislature; the American Library Association; and other organizations in the community and the State. General management also includes the preparation of the narrative and statistical reports needed to keep the Board of Trustees, funding agencies, the State, and the public well informed.

Personnel administration includes hiring personnel, assigning duties, overseeing training and continuing education of employees, evaluating staff performance, disciplining staff as required, administering all personnel policies, and keeping appropriate records.

Financial administration includes the preparation and defense of the Library's budget request, careful monitoring of the Library's expenditures to be sure that they are in accord with the budget, and the preparation of such reports as are needed to keep the Board of Trustees, funding agencies, the State, and the public well informed.