**STANDARD #11: PAID DIRECTOR**

***Each . . . library employs a paid director in accordance with the provisions of Section 90.8 of this Part.***

**WHY HAVE A PAID DIRECTOR?**

A good library is staffed by competent, well-trained personnel so that it can guarantee effective and quality library service to the community. One of a good library's most important assets is the library director. The library director is responsible, among other things, for working with the library board, the library staff and residents of the community to assess library service needs, planning for library services to meet those needs, and administering the day-to-day delivery of quality library service to the community.

While volunteers are helpful in extending the services a library is able to offer the community, the library director, even in the smallest of libraries, should be paid a salary in return for delivering consistent, quality public service.

The board should offer a salary, hours and benefits comparable with other positions in the community requiring similar educational preparation and job assignments.

**WHAT ARE THE PROVISIONS OF COMMISSIONER'S REGULATION 90.8?**

Commissioner's Regulation (CR) 90.8 addresses the appointment of library personnel in public, free association and Indian libraries on or after May 19, 1975. The provisions of CR 90.8 in relation to the director are summarized on the following page:

| Population Served By Library | System Member | Required Education Level for Director |
|---|---|---|
| 0 to 2,499 | Yes | None. |
| 2,500 to 4,999 | Yes | At least two academic years of full-time study in an approved college or university, or its equivalent. |
| 5,000 to 7,499 | Yes | A bachelor's degree, or its equivalent. |
| 7,500 or more | Yes | A graduate library degree from a library school program which is accredited by the American Library Association **or** from a library school located within New York State which is registered by the State Education Department, **and** which entitles the holder to a public librarian's professional certificate.*1*<br><br>*1* Please contact Library Development for more information on provisional certificates, conditional certificates and certificates of qualification which may qualify a person to hold a position as director. |

**WHAT IS THE BOARD'S RESPONSIBILITY IN MEETING THIS STANDARD?**

Even though incumbent directors who did not meet the educational qualifications as of May 19, 1975, are exempted by regulation from meeting the educational requirements of CR 90.8, the library board still must meet the requirements of CR 90.2 and employ a paid director on or before January 1, 1999.

The board should pay the director a salary commensurate with the education and experience level required for the position. Benefits should include some health insurance coverage, provision for sick leave, and paid vacation. Other benefits, such as paid personal leave, retirement plans, investment plans may also be offered in addition to a salary. The board is responsible for ensuring that an accurate accounting of supplemental benefits is kept for each employee for tax reporting purposes.

CR 90.2 does not specify the number of hours that the paid director must be employed. However, the board should hire a director for a sufficient number of hours to adequately administer the library. For libraries open less than 35 hours a week, this probably means employing a paid director for at least the number of hours that the library facility is open to the public.

In addition to a competitive salary and benefits, continuing education for staff development is essential for the director. In fact, continuing education is important for all library staff, not just the director. The board should make continuing education a priority and allocate funds necessary in the budget. Opportunities in the form of conferences, and released time for the continuing education and professional enrichment of the staff, including attendance at systems workshops, local, state and national conferences, should be encouraged by trustees.

**WHERE CAN I GO FOR HELP?**

**Consult your library system for assistance.**