

Duties of the Library Board & the Library Director

	Library Board	Library Director
Bylaws	Adopt bylaws for board procedures.	Develop & review bylaws in consultation with board.
Hiring	Employ a competent & qualified director.	Act as technical advisor to the board. Employ & supervise all other staff members.
Organization/ Working conditions	Review the director's organizational structure, identifying lines of authority & responsibility. Establish wage classifications for each class of employee unless this function has been transferred to the municipality or county. Provide agreeable working conditions & the opportunity for professional growth. Provide training for staff and, if possible, offer to reimburse expenses.	Make recommendations on organizational structure to the Board. Identify tasks & work loads & establish workflow patterns. Work for needed improvements in working conditions, salaries, & fringe benefits. Utilize skills & initiatives of staff. Provide in-service training for staff.
Policies	Determine & adopt written policies to govern the operation & program of the library.	Recommend needed policies for board action. Carry out adopted policies, delegating responsibilities to staff as needed.
Planning	In cooperation with director & staff, develop a long-range plan for commitment of resources (facilities, collections, personnel, etc.) to meet the changing needs of the community. Prepare a mission statement of purpose, service goals, and objectives & methods of evaluating progress toward them. Review goals & objectives annually & evaluate progress.	Cooperate with board & staff in preparation of a long-range plan by projecting needs & trends in library service. Define, in annual budget & operational plan, the shorter-range commitment or resources. Report regularly to the board on progress. Provide assistance & direction to the board in setting goals & objectives and determining the methods of evaluation.
Budget	Review the annual budget to determine its adequacy for meeting goals & objectives. Work actively for public & official support of the budget. Explore all possible revenue sources.	Prepare the annual budget draft to achieve objectives as identified with the board. Supply facts & figures to aid in interpreting the library's financial needs. Attend budget hearings as a resource person to explain financial & administrative details.

Finance**Library Board**

Review monthly financial statements in context of the annual budget. Approve expenditures that are reasonable and within the approved budget.

Library Director

Prepare and present monthly financial statements & bills for board action. Forward approved bills for payment by the municipality.

Contracts

Negotiate, approve, and enter into contracts for services.

Research and draft contracts.

Risk management

Act to assure a comprehensive risk management policy (e.g., property damage, liability).

Review with board & municipality necessary insurance coverage & purchases.

Capital projects

Develop capital improvement plans (e.g., remodeling, major equipment purchases).

Provide analysis & recommendations on capital improvement needs. Implement capital improvement plans.

Public relations

Establish, support, & participate in a planned public relations program. Interpret the library's role and plans to other community boards and committees.

Maintain an active program of public relations and public information. Represent the library on other community boards and committees.

Laws & legislation

Know local & state laws. Actively support state & national library legislation. Keep abreast of library trends, developments, and standards.

Know local & state laws. Actively support state & national library legislation. Keep board informed of pending legislation, library trends, developments, & standards.

Commitment

Attend all board meetings & see that accurate records are kept on file at the library.

Attend all board meetings other than those in which the director's salary & tenure are under discussion, which is optional.

Networking

Attend regional, state, & national trustee meetings & workshops. Affiliate with the appropriate professional organizations.

Affiliate with state & national professional organizations. Attend professional meetings & workshops. Keep board aware of workshops of benefit to its members.

**Systems/
State Agency**

Be aware of the services of the public library system & state library agency.

Make use of the services & consultants of the public library system & state library agency.

Reports

Report regularly to governing officials & the general public.

Report regularly to the library board, local government officials, the general public, and the state library agency.