

# DIVISION OF DUTIES & RESPONSIBILITIES

## LIBRARY BOARD

1. Employ competent, qualified and reliable librarian. Annually evaluate the director's performance.
2. Determine purpose of the library and adopt written policies to govern its operations and programs.
3. Study the community and prepare a strategic plan to help guide the programs of the library relative to the community and keep abreast of standards and library trends.
4. Secure adequate funds to carry out the mission and fulfill the goals of the strategic plan.
5. With the librarian, establish, support and participate in a planned public relations program.
6. Assist in the preparation of the annual budget, testify for it if necessary and approve the final document.
7. Know local, state and national laws and actively support appropriate library legislation at the state and national levels while actively opposing governmental action that will inhibit libraries in fulfilling their missions.
8. Establish all necessary library policies relating to Intellectual Freedom & the importance of access to information in a democratic society.
9. Attend all board meetings and see that accurate records are kept of all official board business.
10. Affiliate with state and national professional library organizations. Attend conferences and seek out the means by which to further your knowledge of library issues and your role as a trustee.
11. Be aware of the services of the state library and of any other affiliation of libraries which will further the mission of your library.
12. Report regularly and in person to governing officials and to the general public.

## DIRECTOR/LIBRARIAN

1. Act as technical advisor to board. Evaluate, hire, supervise and annual evaluate all other personnel.
2. Prepare procedures and processes that enable the fulfillment of the board policies. Recommend new or revised policies as needed.
3. Suggest and carry-out plans for extending the services of the library as circumstances, standards or trends change or emerge.
4. Keep the Board informed about what matters through regular reports detailing current use and future needs of the library.
5. Maintain an active program of public relations and customer service.
6. Prepare an annual budget in consultation with the board and give current reports of actual expenditures against the budget.
7. Know local, state and national laws and actively support appropriate library legislation while actively opposing governmental action that will inhibit libraries in fulfilling their missions.
8. Select and organize information and materials in all formats without bias so that the library may meet the information needs of citizens of all ages.
9. Attend all board meetings and serve as an advisor to the Board.
10. Affiliate with state and national professional library organizations. Attend conferences and seek out ways to further your knowledge of library issues and to improve your professional skills.
11. Use the services of the state library and any other affiliation of libraries which may assist you in fulfilling the mission of your library.
12. Report regularly to the library board, to the officials of local government and to the general public.



**What would you add to the list for board members?**



**What would you add to the list for the librarian?**