

## Duties and Responsibilities

Of the Library Board	Of the Library Director
<p><b>Staff</b> Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary scale and fringe benefits for all staff.</p>	<p><b>Staff</b> Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy.</p>
<p><b>Policy</b> Determine and adopt written policies to govern the operation of the library.</p>	<p><b>Policy</b> Carry out the policies of the library as adopted by the board. Recommend policies to library board.</p>
<p><b>Planning</b> Determine the direction of the library by studying community needs/interests. See that a plan is developed for meeting needs/interests and see that the plan is carried out.</p>	<p><b>Planning/Management</b> Suggest and carry out plans for library services. Manage day-to-day operation of library including book selection. Continually refine library services to meet community needs/interests. Report library's current progress and future needs to the board.</p>
<p><b>Budget</b> Examine preliminary budget developed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accordance with budget, amending line items within the budget if needed.</p>	<p><b>Budget</b> Prepare and submit to library board a budget request based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget.</p>
<p><b>Advocacy</b> Advocate for library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services.</p>	<p><b>Advocacy</b> Advocate for library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Assist board with report to city. Work to secure adequate funds to carry out the library's services.</p>
<p><b>Legal Issues</b> Be familiar with the library's ordinance as well as state and federal laws affecting the library.</p>	<p><b>Legal Issues</b> Be familiar with library ordinance and keeps board informed on laws affecting library.</p>
<p><b>Continuing Education</b> Participate in continuing education activities and encourages library director to do the same. Provide and/or see that new trustees receive an orientation to the library.</p>	<p><b>Continuing Education</b> Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.</p>
<b>Communication with the library director</b>	<b>Communication with the library board</b>
<p><b>Collection Development</b> Adopt collection development policy.</p>	<p><b>Collection Development</b> Select and order all books and other library materials and resources.</p>
<p><b>Board Meetings</b> Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.</p>	<p><b>Board Meetings</b> Attend board meetings; prepare written progress report; provide information as needed/requested by board.</p>
<p><b>Board Member Recruitment</b> Recommend qualifications and candidates for board to mayor/city council. Notify city of board vacancies.</p>	<p><b>Board Member Recruitment</b> Assist in developing qualifications for new trustees.</p>