**Board vs Director Responsibilities**

# Responsibilities of Library Director Library Board Friends

**General Administrative**

Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.

Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.

Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.

**Policy** Apprise library board of need for new policies, as well as policy revisions.

Present draft policies to the board and implement the policies of the library as adopted by the library board.

Identify and adopt written policies to govern the operation and program of the library.

Support the policies of the library as adopted by the library board.

**Planning** Coordinate and implement a strategic plan with library board, Friends, staff and

community.

**Fiscal** Prepare an annual budget for the library in accordance with local laws.

**Advocacy** Promote the mission of the library within the

community. Educate the library board, Friends

and community regarding local, state and federal issues that impact the library. Advocate for the library to legislators.

Ensure that the library has a strategic plan with implementation and evaluation components.

Seek adequate funds to carry out library operations. Approve an annual budget for the Library in accordance with local laws.

Promote the mission of the library within the community. Advocate for the library to legislators.

Provide input into the library’s strategic plan and support its implementation.

Conduct fundraising to support the library’s mission and plans.

Promote the mission of the library within the community. Advocate for the library to legislators.

**Meetings** Prepare for and participate in library board meetings. Ensure that there is a liaison from

the board to the Friends and vice versa.

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Encourage Board and Friends to join state and national professional organizations and make them aware of educational opportunities.

**Networking**

Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.

Join state or national library associations as a resource for policies, operations and advocacy for libraries.

Maintain a liaison to the library board.

Join the American Library Association’s United for Libraries Friends of the Library chapter as a resource to better support the library.