

Board responsibilities:

- Adopt bylaws for board procedures
- Employ a competent and qualified director
- Determine and adopt written policies to govern the operation and programs of the library
- In cooperation with the director, discuss goals
- for commitment of resources to meet the changing needs of the community
- Review the annual budget to determine its adequacy for meeting goals and objectives
- Work actively for public and official support
- Explore all possible revenue sources
- Review and approve monthly financial statements in context of the annual budget.
- Know local and state laws
- Actively support state and national library legislation
- Inform general public about library plans and services
- Act as an advocate for library programs and services in the community at large

Library Director Responsibilities:

- Develop and review bylaws with board input
- Act as technical advisor to the board
- Recommend and draft policies for board action.
- Carry out developed policies
- Work with board to prepare for community needs and trends in library service
- Prepare the annual budget draft to achieve library goals and objectives
- Supply facts and figures to aid in interpreting the library's financial needs
- Attend budgetary meetings as a resource person
- Prepare and present monthly financial statements and bills for board action
- Know local and state laws
- Keep board informed of pending legislation, library trends, developments, and standards
- Report regularly to the library board, necessary government officials, the general public, and the state library agency