

Duties of the Library Board and the Library Director

Adapted from:

Pearlmutter, Jane, and Paul Nelson. *Small Public Library Management*. Chicago: American Library Association, 2012. Print.

The relationship between the library board and the director works best when each party's roles and responsibilities are clearly understood and adhered to. The board is primarily responsible for the big picture; the director administers the day to day operations of the library. The chart below outlines the basic duties of the board and the director in relation to one another.

Duties of the library board and the library director		
	Library Board	Library Director
Bylaws	Adopt bylaws for board procedures	Develop and review bylaws in consultation with board
Staff	Employ a competent and qualified director. Review the director's organizational structure, identifying lines of authority and responsibility.	Act as technical advisor for the board. Employ and supervise all other staff members. Make recommendations on organizational structure to the board.
Policy	Determine and adopt written policies to govern the operation and program of the library.	Recommend and draft policies for board action. Carry out adopted policies, delegating responsibilities to staff as needed.
Planning/capital projects	In cooperation with director and staff, develop a long-range plan for commitment of resources to meet the changing needs of the community.	Work together with board and staff in preparation of a long-range plan by projecting needs and trends in library service.
Budget	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.	Prepare the annual budget draft to achieve objectives as identified with the board. Supply facts and figures to aid in interpreting the library's financial needs. Attend budget hearings as a resource person.
Finance	Review and approve monthly financial statements in context of the annual budget.	Prepare and present monthly financial statements and bills for board action.
Public relations	Establish, support, and participate in a planned public relations program. Interpret the library's	Maintain an active program of public relations and public information. Represent the library

	role and plans to other community boards and committees.	on other community boards and committees.
Library legislation	Know local and state laws. Actively support state and national library legislation.	Know local and state laws. Keep board informed of pending legislation, library trends, developments, and standards.
Advocacy	Report regularly to governing officials and the general public	Report regularly to the library board, local government officials, the general public, and the state library agency.

Additional Resources for Library Boards

Available for loan from the North Dakota State Library:

Reed, Sally Gardner, and Jillian Kalonick. *The Complete Library Trustee Handbook*. New York: Neal-Schuman Publishers, 2010. Print.

Pearlmutter, Jane, and Paul Nelson. *Small Public Library Management*. Chicago: American Library Association, 2012. Print.

Resources Online:

United for Libraries (Association of Library Trustees, Advocates, Friends and Foundations – a division of the American Library Association)

<http://www.ala.org/united/>

WebJunction – Friends and Trustees

<http://www.webjunction.org/explore-topics/friends-trustees.html>