

ROLES AND RESPONSIBILITIES	
Library Board	Library Director
Staff: 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 and benefits for all staff.	Staff: 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.
Policy: Determine and adopt written policies to govern the operation of the library.	Policy: Carry out the policies of the library as adopted by the board. Recommend policies to library board.
Planning: Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Planning/Management: Suggest and carry out plans for library services. Manage day-to-day operation of library. Design library services to meet community needs/interests. Report library's progress and future needs to the board.
Budget: Examine budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed.	Budget: 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.
Advocacy/Government Relations: Advocate for library through contacts with general public, civic organizations and public/town officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services.	Advocacy/Government Relations: Advocate for library through contacts with general public, civic organizations and public/town officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues: Be familiar with library ordinance as well as state and federal laws affecting the library.	Legal Issues: Be familiar with library ordinance and keeps board informed on laws affecting library.
Continuing Education: 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.	Continuing Education: Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.
Communicate with the library director	Communicate with the library board
Collection Development: Adopt collection development policy.	Collection Development: Recommend collection development policy Select and order all books and other library materials and resources.
Board Meetings: Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.	Board Meetings: Attend board meetings; prepare written progress report; provide information as needed/requested by board.
Board Member Recruitment: Recommend qualifications and candidates for board to BOS/mayor/city council. Notify city/town of board vacancies.	Board Member Recruitment: Assist in developing qualifications for new trustees.

Source: State Library of Iowa