

## The collaborative working relationship between the Library Board and the Library Director

Responsibilities of the...	Library Board	Library Director
<b>Overall</b>	Hire and support the library director. Delegate day-to-day management to the director. Review and adopt strategic plans, policies and a budget that advances the mission of the library. Approve monthly expenditures and ensure appropriate oversight. Promote the library in the community and with legislators.	Oversee and manage all aspects of library operations that serves the community. Supervise staff. Act as advisor and collaborative partner to the board. Educate the library board on operations, issues and trends. Provide reports to the whole board.
<b>General Administrative</b>	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director.	Administer daily operation of the library including personnel, collection development, fiscal, physical facilities and programmatic functions. Act as an advisor to the Board.
<b>Policy</b>	Identify and adopt written policies to govern the operation and program of the library. Review policies annually.	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.
<b>Planning</b>	Ensure that the library has a strategic or 3- to 5-year “long-range” plan that includes community input and meets requirements by IN State Library.	Coordinate and implement a strategic plan with the Board, staff, Friends and the community. Update plans to reflect ISL requirements.
<b>Fiscal</b>	Seek adequate funds to carry out library operations. Approve an annual budget for the library in accordance with the State law.	Prepare an annual budget for the library in accordance with state and federal laws and rules. Operate within approved and available resources.
<b>Advocacy</b>	Promote the mission and activities of the library within the community. Advocate for the library to local and state policymakers/legislators.	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal policy issues that affect the library. Advocate for the library to policymakers and legislators.
<b>Monitoring and Evaluating</b>	Ensure library is making progress toward mission, strategic plans and within budget. Evaluate the director’s effectiveness. Conduct self-evaluation of board effectiveness.	Oversee all operations, staff, facilities, fiscal and programming, providing appropriate reports to the Board and community. Collaboratively evaluate the library’s progress toward goals.
<b>Networking</b>	Tell your library’s story to community members who may not be aware of the modern library. Join your state association and take advantage of networking, learning and advocacy opportunities.	Tell your library’s story to community members who may not be aware of the modern library. Model and encourage staff and board to join the state association and take advantage of networking, learning and advocacy opportunities. Be an active participant in the library community, as well as local community.