

BOARD/LIBRARIAN DUTIES & RESPONSIBILITIES

Of the Library Board

1. Employ a competent & qualified librarian
2. Determine & adopt written policies to govern the operation & program of the library, including a policy dealing with book & materials selection.
3. Determine the goals & objectives of the library.
4. Keep informed of the general financial status of the library & SECURE ADEQUATE FUNDS.
5. Know the program & needs of the library in relation to the community; keep abreast of standards & library trends; cooperate with the librarian in planning the library program & support the librarian & staff in carrying it out.
6. Establish, support, & participate in a planned public relations program.
7. Assist in the preparation of the annual budget & secure adequate funds; approve final document.

Of the Librarian

1. Act as technical advisor to the Board; recommend employment of all personnel & supervise their work.
2. Recommend needed policies & carry out policies as adopted by the Board. Select & order all books & other materials according to the guidelines of the materials selection policy.
3. Suggest & carry out goals & objectives of the library.
4. Make effective use of the library's funds. Supply facts & figures to the Board to aid in understanding the library's financial status & needs.
5. Prepare regular reports showing the library's current progress & future needs; cooperate with Board to plan & carry out the library program.
6. Maintain an active program of public relations.
7. Prepare an annual budget in consultation with the Board & give a current account of expenditures against the budget at each meeting.

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Board

8. Know local & state laws; actively support library legislation in the state & nation
9. Attend all board & committee meetings, & see that accurate records are kept on file at the library.
10. Attend regional & state trustee meetings & workshops; enable staff members to attend workshops & professional meetings.
11. Participate fully in the Pennsylvania library system; make use of the consultants from the District Library Center & Commonwealth Libraries.
12. Report regularly to the governing officials & the general public.

Librarian

8. Know local & state laws & keep the board informed of these laws; actively support library legislation in the state & nation.
9. Attend all board meetings other than those in which the librarian's salary or tenure are under discussion.
10. Affiliate with state & national professional organizations & attend professional meetings & workshops.
11. Participate fully in the Pennsylvania library system; attend District meetings; make use of the consultants from the District Library Center & Commonwealth Libraries.
12. Report regularly to the library Board, officials of local government, the general public, and the state.

“Although duties of the librarian and the library board fall into roughly parallel areas, the obligations and responsibilities of each are entirely separate. The board may expect the technical work for a number of their duties to be done by the librarian and staff. Also, the trustees will want to consult with the librarian and staff in fulfilling many of their duties even though the final determination rests with the board.”*

*Virginia G. Young, *The Library Trustee: A Practical Guidebook*, 5th ed., Chicago: American Library Association, 1995.

“Because the board's responsibilities are many and often include decisions which affect the actual operation of the library and its program, a misconception frequently develops that board and director functions overlap. In reality, their functions are different, and it is essential to retain this difference, if the two are to function responsibly and without friction. In the ideal sense, ‘the board does not (and should not) involve itself in the day-to-day operation of the library...’*”

*Gordon S. Wade, *Working with Library Boards: A How-to-do-it Manual for Librarians*, New York: Neal-Schuman Publishers, Inc., 1991.