

Board/Director Roles exercise

Effective library operations and governance are the result of a shared understanding of the roles of the Board of Trustees and the Library Director/Library Staff.

The following is a representative list of roles and responsibilities. Please mark each one as follows:

B for Board responsibility

D for Director responsibility

S for Shared responsibility

Planning

- ☐ **B** Require and initiate the long range planning process
- ☐ **S** Assess community needs for the long range planning process
- ☐ **S** Develop long range plan
- ☐ **B** Approve long range plan
- ☐ **D** Create annual action steps for long range plan
- ☐ **B** Approve annual action steps for long range plan
- ☐ **S** Monitor progress toward long range plan

Personnel

- ☐ **B** Select/hire/evaluate Library Director
- ☐ **D** Select/hire/evaluate library staff
- ☐ **D** Select/train/evaluate library volunteers
- ☐ **D** Adjudicate personnel problems among library staff
- ☐ **B** Determine number of and salary for paid staff positions

Finance

- _D/S Prepare preliminary budget
- _B__ Finalize and approve budget
- _D__ Keep expenditures within the approved budget
- _B__ Approve expenditures outside of approved budget
- _B__ Require annual independent audit or financial review
- _S__ Identify possible grant funding opportunities
- _D__ Prepare and submit grant applications
- _B__ Devise fundraising initiatives
- _S__ Manage fundraising initiatives

Community Relations

- _S__ Represent the library in the community
- _S__ Develop relationships with community leaders and organizations
- _S__ Advocate for increased funding support
- _D__ Prepare promotional materials on library activities
- _S__ Speak to the media about library issues

Board Activities/Board Development

- _S__ Plan agenda for board meetings
- _D__ Prepare and distribute materials for board and committee meetings
- _S__ Identify potential new trustees
- _B__ Cultivate and recruit new trustees