
THE BOARD

THE LIBRARIAN

Financial

Keep abreast of the financial status of the library and SECURE ADEQUATE FUNDS.

Work with the librarian to formulate and adopt a budget to carry out the library's goals and objectives, within any limitation of the local, state and federal laws.

Present the budget to public officials and the general public; explain and defend it.

Supply facts and figures to the board to aid in interpreting the library's financial status and need.

Prepare an annual budget in consultation with staff and board.

Keep within the budget.

Work with the board in interpreting budget and financial need of the library to public officials and the public.

Shared Financial Responsibilities

Investigate means of cooperation with other libraries to make effective use of funds and develop services.

Keep complete and accurate records concerning finance, personnel, property inventory and annual reports on file at the library.

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Personnel

Develop policies to guide staff selection.

Employ a competent and qualified librarian and pay an adequate salary.

Provide adequate compensation and reasonable fringe benefits for all employees. Provide agreeable working conditions and opportunities for professional growth.

Hire and direct subordinate staff members in line with library personnel policies.

Utilize skills and initiative of staff members to their own and the library's advantage.

Work for needed improvements in working conditions, salary scale and fringe benefits.

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Governance and Policy Making

Engage in long range and short-term planning

Determine the goals and objectives of the library and methods of evaluating progress toward meeting them. Review goals and objectives annually and evaluate progress.

Relate the library and its programs to the community and its needs, discovered through systematic study of the community and analysis of library service. Use data from output measures in analysis.

Determine and adopt written policies to govern the operation, use and program of the library. Adopt bylaws for board procedures.

Seek a cooperative basis with officials of the municipality or other governing unit, keeping in mind the special legal responsibilities of a library board.

Attend all board committee meetings to which assigned. Carry out all special assignments promptly.

Be actively involved in planning.

Provide assistance and direction to the board in setting goals and objectives and determining methods of evaluation.

Assist the board to know the needs of the community and how to respond to these needs through the library.

Participate fully in the community analysis process and in the continuing library survey. Implement use of output measures to analyze service.

Prepare regular reports on current progress and future needs.

Recommend needed policies to the board and supply examples and sources of information. Carry out the policies as adopted by the board.

Interpret policies to staff and public.

Provide the board with recommendations and materials for study.

Administer the library within the framework of the library's goals and objectives, policies and budget.

Prepare all needed library reports for the local unit of government, the system and Commonwealth Libraries. Provide copies to the board and community.

Attended all board and committee meetings except those meetings or parts of meetings in which the librarian's salary and tenure are discussed.

Shared Governance and Policy Making Responsibilities

Know local, state and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation.

Participate fully in the Pennsylvania library system and make use of the consultants of the district library center and Commonwealth Libraries.

Participate in the work of the District Advisory Council.

Attend district library center meetings, regional, state and national library meetings and workshops when possible and join appropriate organizations working for improved libraries.

Study library publications.