

One hallmark of a highly-functioning public library is administration by trustees and a director who have clearly defined roles and responsibilities. Each party has specific functions in the planning, funding and oversight of all library activities. Observance of these roles aids in achieving the library's ultimate goal: the provision of superior service to the community and fulfillment of the library's overall mission.

Trustee Responsibilities	Director Responsibilities
<p>Policies: Adopt policies recommended by the director that govern library activities.</p>	<p>Policies: Recommend policies for adoption by the board. Implement policies adopted by the board.</p>
<p>Budget: Review and adopt a yearly budget presented by the director. During the budget year, review monthly expenditures for compliance with budget, and amend budget when necessary. Adopt tax rates that support budget needs.</p>	<p>Budget: Create and submit a yearly budget for library activities to the board. Develop budget with strategic/long-range plan in mind. Comply with state and local regulations for presenting the budget. Ensure that expenditures fall within approved budget.</p>
<p>Board Meetings: Attend each board meeting, review board documents before meetings, and conduct board meetings according to state and local statutes.</p>	<p>Board Meetings: Attend each board meeting and prepare board meeting documents (including reports and budget information) well ahead of scheduled board meetings.</p>
<p>Staff Management: Employ a competent, qualified director and evaluate the director annually. The director is the board's only employee; all other staff management is limited to adopting personnel policies and job descriptions, and adopting a salary scale and benefits package that directs staff compensation.</p>	<p>Staff Management: Recruit and hire competent, qualified staff according to personnel policies. Develop and use job descriptions for staff. Supervise and regularly evaluate staff. Bring recommendations for personnel policies, job descriptions, job positions, salaries and benefits to the board.</p>
<p>Library Collections/Programs: Adopt a budget that supports and encourages growth of the library's collections and programs based upon Kentucky Public Library Standards. Adopt collection development and program policies based upon recommendations from the director and Standards.</p>	<p>Library Collections/Programs: Recommend collection development/programming budgets and policies based upon Kentucky Public Library Standards. Supervise the selection and maintenance of collections according to professional standards. Support and direct library programs.</p>
<p>Strategic Planning: Use input from director, staff and community to create and adopt strategic plans that support the library's mission and further community and library goals.</p>	<p>Strategic Planning: Work with the board, staff and community to formulate a strategic plan. Carry out activities directed by strategic plan. Report progress and suggest future needs for planning to trustees.</p>

This Trustee Tip is not legal advice. If you feel you need legal advice, please consult an attorney.