



Procedure 101p3

ADMINISTRATIVE PROCEDURE

COMPLEMENTARY ROLES OF BOARD AND DIRECTOR

The following chart provides the major roles and responsibilities of La Conner Library trustees and the library director. The general understanding is “the board sets policy; the director operates the library with the assistance of staff.”

Activity	Board Role	Director Role
Employing library personnel	<ul style="list-style-type: none"> ○ Employ, supervise and annually evaluate the library director. ○ Contract or make other employee agreements with the library director. ○ Take corrective action; may fire director. ○ No role in hiring, firing staff. ○ Refer staff grievances to library director. 	<ul style="list-style-type: none"> ○ Employ library personnel, supervise, and annually evaluate personnel. ○ Take corrective action and/or terminate staff employment in accordance with personnel policies. ○ Investigate and resolve staff grievances.
Mission Statement	<ul style="list-style-type: none"> ○ Adopt mission statement. ○ Employ mission as basis for setting priorities and plans. ○ Interpret mission to community and to community officials. 	<ul style="list-style-type: none"> ○ Act as technical advisor to board, coordinating as needed. ○ Make recommendations for board consideration. ○ Interpret mission to library staff, the community and others.
Strategic and long term planning	<ul style="list-style-type: none"> ○ Evaluate community needs as basis for planning. ○ Adopt plans establishing goals and priorities for future directions. Examine and incorporate Washington’s Statewide Plan Designing our Future, or similar planning 	<ul style="list-style-type: none"> ○ Act as coordinator, technical advisor to board and planning groups. ○ Provide information, make recommendations for board consideration, and report progress. ○ Communicate and interpret plans, goals, and

	<p>documents that address library planning.</p> <ul style="list-style-type: none"> ○ Communicate plan to community and community officials. 	<p>priorities to library staff and community.</p>
Annual Work Plan	<ul style="list-style-type: none"> ○ Make recommendations in director annual performance review. ○ Monitor Progress 	<ul style="list-style-type: none"> ○ Implement work plan ○ Report progress to board monthly
Daily operations	<ul style="list-style-type: none"> ○ No role 	<ul style="list-style-type: none"> ○ Responsible for all operational management decisions, including staff assignments and deployment.
Board Meetings	<ul style="list-style-type: none"> ○ Adhere to open public meeting legal requirements. ○ Follow board bylaws, policies & administrative procedures, ethics. ○ Create and roughly adhere to the annual calendar of responsibilities. 	<ul style="list-style-type: none"> ○ Attend all board meetings as the technical director. ○ Provide research and information for planning purposes. ○ Establish operational procedures to implement approved policies and administrative procedures.
Budget and Fiscal Management	<ul style="list-style-type: none"> ○ Evaluate and approve budget that supports mission, goals and priorities. ○ Hold public budget hearings and legally certify or file budgets as required by law. ○ Post budget on the website for public perusal and input. ○ Regularly monitor revenue and expenditure fiscal reports. ○ Work to secure adequate library funding. ○ Approve grants or other projects. ○ Approve participation in cooperative library projects. 	<ul style="list-style-type: none"> ○ Identify and evaluate financial needs of library. ○ Develop and present proposed budget that supports library goals and priorities. ○ Administer approved budget. ○ Provide fiscal reports to all board meetings. ○ Work to secure adequate funding. ○ Prepare proposals to funding sources or to participate in cooperative projects. ○ Implement grants or projects as approved.

<p>Library Policies</p>	<ul style="list-style-type: none"> ○ Adopt and regularly review policies such as <ul style="list-style-type: none"> ○ Personnel ○ Continuing Education ○ Fiscal ○ Collection Development ○ Customer Services ○ Intellectual Freedom ○ Public Information ○ Equipment use and purchase ○ Facilities 	<ul style="list-style-type: none"> ○ Recommend new or revised policies. ○ Research and provide information about potential policies and their implications. ○ Present proposed language of policies for consideration.
<p>Participate in professional organizations and continuing education</p>	<ul style="list-style-type: none"> ○ Affiliate with state, regional and national library organizations. ○ Actively participate in conferences, task forces, as possible. ○ Maintain a board education program. ○ Attend continuing education opportunities in state, region and/or nation. ○ Regularly read library publications as well as resources for nonprofit organizations and governmental bodies. 	<ul style="list-style-type: none"> ○ Affiliate with state, regional and national library organizations. ○ Actively participate in conferences, task forces, as possible. ○ Coordinate opportunities for board continuing education. ○ Attend continuing education opportunities in state, region or nation. ○ Regularly read library publications as well as resources for nonprofit organizations and governmental bodies.
<p>Library Services</p>	<ul style="list-style-type: none"> ○ Adopt policies that assure services are extended to the entire community, including groups that may be reluctant or unable to use “standard” services. ○ Support the cultural and educational role of the library encouraging individual, life-long learning. ○ Encourage extension of library capabilities by building alliances with 	<ul style="list-style-type: none"> ○ Implement and evaluate services that meet individual and community information needs. ○ Seek out and coordinate with other libraries and services that enhance community library services.

	organizations that have similar educational and cultural goals.	
Collection Development	<ul style="list-style-type: none"> ○ Adopt policy statements that reflect needs of entire community including support for the freedom to read. ○ Establish materials budget that supports library goals. 	<ul style="list-style-type: none"> ○ Regularly evaluate how effectively collection meets community needs. ○ Provide for selecting and purchasing materials. ○ Inform community of collection development goals and special collections and resources.
Marketing Library Services	<ul style="list-style-type: none"> ○ Assure that library has plan for marketing the library. 	<ul style="list-style-type: none"> ○ Develop, implement, and evaluate marketing plan. ○ Report results to board.
Library Advocacy	<ul style="list-style-type: none"> ○ Advocate for the library in the community. ○ Attend meetings and hearings. ○ Seek out allies for the library. ○ Address regional or statewide library issues by communicating with elected officials, and participating in activities that support all libraries such as the annual library legislative day. 	<ul style="list-style-type: none"> ○ Advocate for the library in the local community. ○ Attend meetings and hearings. ○ Seek out allies for the library. ○ Address regional or statewide library issues by communicating with elected officials, and participating in activities that support all libraries such as the annual library legislative day.
Library Buildings and Equipment	<ul style="list-style-type: none"> ○ Approve expenditures for facilities contracts, for construction renovation. ○ Approve contracts with architects, consultants and others. ○ Provide information to community regarding facts of project funding. ○ Follow Public Disclosure Commission (PDC) rules for bond issues or other campaigns. 	<ul style="list-style-type: none"> ○ Research feasibility of projects; gather information about potential architects, contractors, and other resources for consideration by the board. ○ Implement building plans, purchase and install equipment. ○ Coordinate with architects, other experts. Provide funding and other information to community, following PDC rules.

		<ul style="list-style-type: none"> ○ Provide for ongoing maintenance.
Build community support	<ul style="list-style-type: none"> ○ Encourage and support Friends of the Library. ○ Volunteer programs that enhance the library capabilities. ○ Adopt a plan to represent the library to the community through meetings, written materials, etc. 	<ul style="list-style-type: none"> ○ Coordinate with Friends of the Library. ○ Provide suggestions for projects and library priorities that Friends may support. ○ Develop volunteer positions as useful and appropriate.

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