

Responsibilities of	Library Director	Trustees	Friends
Administration	Administer daily operation of the library including personnel, collection, fiscal, physical plant and programs. Technical advisor to the board. Ensures staff representation at Friends' board meetings.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director. Train and orient new board members.	Support quality library service in the community through fund raising, volunteerism and advocating for the library's program.
Policy	Apprise board of need for new policies and policy revisions; implement policies of the library once board adopts; keep Friends aware of policies.	Identify and adopt written policies to govern the operation and program of the library including personnel, general operating, and collection development policies.	Support the policies of the library as adopted by the library board; adopt a constitution and bylaws for the Friends.
Planning	Coordinate and implement formal planning process with staff, board, Friends and community. Plan coordination will include status reports as plan is carried out.	Choose a planning process with implementation and evaluation. The process should include input from community, staff, and Friends. Support the librarian and staff in carrying out the plan.	Provide input into the library's formal planning process and remain knowledgeable as plan is carried out.
Marketing	Coordinate and implement an ongoing marketing program.	Ensure that the library has an active marketing program.	Promote the library program to the public.
Finance	Prepare annual budget for the library in consultation with staff and board; present current report of expenditures against the budget at each board meeting; inform Friends of library's special financial needs.	Secure adequate funds to carry out the library's program; assist in the preparation and presentation of the annual budget. Understand, adopt and defend the budget.	Conduct fund raising which complements the library's mission and provides funding for special library projects.
Law	Educate board and Friends regarding current local, state and federal library laws and pending legislation.	Be familiar with local, state and federal laws. Review library bylaws. Understand the VT Open Meeting and Public Records law.	Serve as advocates for local, state and national library issues; represent the library program to the community and legislators.
Meetings	Provide written reports at and participate in all board and Friends meetings; ensure that there is a staff liaison to the Friends.	Attend and participate in all board meetings and see that accurate records are kept on file at the library; appoint a liaison to the Friends' board to attend their meetings.	Maintain a liaison to the board of trustees to attend their meetings. Executive board members should attend and participate in all Friends' executive board meetings.
Professional Networking	Affiliate with state and national professional organizations and attend meetings and workshops; make use of the services and consultants of the Vermont Department of Libraries and the VT Library Association.	Affiliate with ALA/United for Libraries. Make use of the services and consultants of the Vermont Department of Libraries. Attend Vermont trustee conferences.	Affiliate with ALA/United for Libraries. Make use of the services and consultants of the Vermont Department of Libraries. Attend Vermont Friends conferences.