

# SCOTT TOWNSHIP PUBLIC LIBRARY

301 Lindsay Rd.  
Scott Township, PA 15106-4206

Phone: 412.429.5380

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WebSite: <http://www.einetwork.net/scotttwp/>

<b>Title</b>	Duties and Responsibilities of the Library Board and Library Director
<b>Date Approved</b>	Sept. 15, 2008
<b>Last Amended</b>	
<b>Prepared by</b>	Policy Committee – March 19, 2007

**PURPOSE:** To set forth the duties and responsibilities of the Library Board of Trustees and the Library Director.

**GENERAL REFERENCE:** A Handbook For Public Library Trustees, Published by Commonwealth Libraries, Pennsylvania Department of Education, December 2003, pages18-20.

## STATEMENT OF POLICY:

The duties and responsibilities of the Library Board and the Library Director are as follows:

### Governance and Policy Making

#### Library Board

Engage in long-range and short-range 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... [based on data].

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

Seek a co-operative 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.

#### Library Director

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 determine 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 adopted by the Board.

Interpret these policies to staff and public.

Provide the Board with recommendations and



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## Library Board

## Library Director

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 government, the system, and Commonwealth Libraries. Provide copies to the Board and make available to the community.

Attend all Board and assigned committee meetings except those meetings or parts of meetings in which the library Director'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, and regional, state, and national library meetings and workshops when possible, and join appropriate organizations working for improved libraries.

Study library publications.

## **Financial**

### Library Board

Keep abreast of the financial status of the library and secure adequate funds.

Work with the library Director 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.

### Library Director

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 to interpret the budget and financial need of the Library to public officials and to the public.



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## Shared Financial Responsibilities

Investigate means of co-operation 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.

## Personnel

### Library Board

Develop policies to guide staff selection.

### Library Director

Hire and direct subordinate staff members in line with library personnel policies. (The chain of command should always flow from the library employees, through the Director, to the Board.)

Employ a competent and qualified library Director, and pay a competitive salary.

Utilize the skills and initiative of the staff to the Library's advantage and their careers.

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

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

## Shared Personnel Responsibilities

Observe all local, state, and federal laws that relate to current employment practices.

Provide in-service training for the professional development of the staff, and for the effective implementation of library policies. Provide opportunities for additional education and advancement.

