

Responsibilities of Library Board	Responsibilities of Library Director
To select and evaluate the library director, if applicable, and to work through the director, following the established chain of command in the library	To act as technical advisor to the board and to recommend employment of all personnel and supervise their work
To establish and regularly review all policies related to the library	To carry out the policies of the library as adopted by the board and to recommend needed policies for board action.
To aid in the active promotion of the library in the community	To maintain an active program of public relations
To help develop and defend the library's annual budget before funding agencies, receive reports and approve expenditures at board meetings, and seek additional funding as appropriate	To prepare an annual budget for the library in consultation with the board and to give a current report of actual expenditures against the budget at each meeting
To be familiar with local ordinances, state statutes and national laws that affect the library	To know local, state, and national laws and to actively support library legislation in the state and nation
To approve the library's materials' selection policy that is used by the staff to select materials for the library	To select and order all books and other library materials according to board policy
To faithfully attend and be prepared for all board meetings and support majority decisions reached by the board, in order to ensure good library services for the community	To attend all board meetings and to serve as secretary of the board if required
To be familiar with the services of regional library systems and how they help the library fulfill its mission	To make full use of the regional library system services
To be familiar with the services of the Nebraska Library Commission and how it helps the library fulfill its mission	To make use of the services and consultants of the Nebraska Library Commission
To present the annual report to the municipality and/or county government, defend the budget before funding entities, and actively represent the library to the general public	To report regularly to the library board, to the officials of local government, and to the general public
To explore ways to improve the library's services, engaging in ongoing strategic planning	To suggest and carry out plans for extending services of the library
To receive regular reports from the library director and other staff, as appropriate, indicating progress toward the library's goals, and recommendations related to future needs of the library	To prepare regular reports detailing current progress and future needs of the library
To participate in local, state and national organizations (as possible), to read library-related publications, to visit other libraries and other trustees in order to keep up with current trends and practices, and to support staff professional involvement	To affiliate with state and national professional organizations and to attend professional meetings and workshops
To maintain status as a certified public library board under the board certification program	To maintain status as a certified public librarian under the librarian certification program