

Working Together: Roles and Responsibilities – Advisory Boards

Responsibilities of	Library Director	Library Board	Friends
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Work with library administration on planning and goal setting for the library.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library, or recommend policies to the governing body.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Assist library administration during the planning process. Provide input to the plan regarding community needs and wants.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with standard practices.	Advocate for quality public library service for your community. Recommend library budget to governing body for approval.	Conduct fund raising to support the library's mission and plans
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to local funders.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Become a member of the Friends, but avoid serving on the Friends board.	Maintain a liaison to the library board.
Networking	Encourage Library Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the American Library Association's United for Libraries as a resource on best practices.	Join the American Library Association's United for Libraries as a resource on best practices.

Adapted from the State Library of North Carolina

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