

# Public Library Administration

The Director, Library Board, and County Government work together for the efficient management and control of the local library.

Responsibilities of:	DIRECTOR	LIBRARY BOARD	COUNTY GOVERNMENT
GENERAL ADMINISTRATION	Responsible for daily operations of the library including personnel, collections, fiscal, & facilities. Report to the Library Board. Keep County Government apprised of operations.	Recruit & employ qualified Director. Maintain relationships with County Government.	Support quality library service in the community through appropriate funding.
POLICY	Recommends the development of new policy to the Library Board, and writes and revises new policy for Board approval. Implement policies adopted by the Library Board and the County Government as they apply to the Library.	Adopt written policies to govern the operation & programs of the library in compliance with federal, state, and local laws and regulations.	Share any County ordinances affecting the library with the Director & Library Board.
PLANNING	Develop and write, in coordination with the Library Board & County Government, the Library's Long Range Plan and Disaster Plan.	Establish goals to help shape the Long Range Plan. Adopt the Long Range and Disaster Plan in compliance with federal, state, and local laws and regulations.	Provide Library Director with essential contact information including County EMC. Include Library in County's Emergency Preparedness Plan.
FISCAL	Present monthly budget reports to Library Board. Present annual budget request to Quorum Court. Work with the Library Board to develop annual budget based on funding from all sources including County Government, State Aid, and Grants.	Adopt Annual Budget based on funding from all sources. Authorize payment of Library expenses to be acted upon as all other claims against the County.	Communicate millage and/or funding from the General Fund to the Library Director before the beginning of the fiscal year. Once certified as valid claim by the Library Board, authorize payment as in all other claims against the county.
MEETINGS	Participate in Library Board meetings. Attend and report to Quorum Court meetings as needed.	Meet regularly as outlined in §14-14-707 to conduct affairs of County Library business.	Invite Library Director and/or Library Board members to attend Quorum Court meetings. Review minutes from Regular and Special meetings held by the Library Board.