

## RESPONSIBILITIES OF LIBRARY BOARD AND LIBRARY DIRECTOR

TFML Policy No. 1

The Thomas Ford Memorial Library is the public library of the Village of Western Springs. In compliance with State of Illinois Statutes the Library is served by a Director responsive to a seven (7) member Board of Trustees. The Library Trustees are elected representatives of the community of Western Springs. The Library Director is selected and employed by the Board of Trustees. This policy describes the responsibilities of the Board of Trustees and the Library Director.

### 1.1 Responsibilities of the Board of Trustees

1.11 Select and hire a competent, qualified Library Director

1.12 Ensure that there are sufficient funds to operate the Library: adopt an annual budget, approve the necessary levies, and review monthly financial statements.

1.13 Develop (with the Library Director) and approve written policies, short and long range plans, employee wage classifications, annual budget (including alternate funding sources), contracts for services, capital improvement plans, public relations programs, and comprehensive risk management.

1.14 Know applicable local, state and federal laws. Be aware of the services of the Metropolitan Library System and the Illinois State Library. Explore new developments in librarianship.

1.15 Attend and actively participate in all Board meetings, professional meetings, regional Trustee workshops, and relevant community activities.

1.16 Report as required to governing officials and to the community.

1.17 Approve appointments recommended by the Library Director.

### 1.2 Responsibilities of the Library Director

1.21 Hire and supervise all other Library staff subject to Board approval.

1.22 Prepare and recommend to the Board of Trustees an organizational structure, an annual budget, and monthly financial statements and bills.

1.23 In cooperation with the Library Board, prepare, recommend and implement written policies, short and long range plans and the annual budget; determine staff work load and work flow patterns; present contracts and insurance coverage/policies to the Board for approval; pursue and develop public relations opportunities; suggest service improvements.

1.24 Know and provide information regarding local, state and federal laws, services provided by the Metropolitan Library System and the

Illinois State Library, alternate funding sources and new developments in librarianship.

1.25 Attend and actively participate in all Board meetings, and professional workshops.

1.26 Report regularly to the Board of Trustees, governing officials, and to the community.

#### Reference

Young, V. G.: *The Trustee of a Small Public Library*, American Library Association, 1978, Chicago, IL.

Adopted: March 20, 1997

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