

## Responsibilities of the Library Board

	<b>Municipal Library Board</b>	<b>System Library Board</b>
Authority	The authority of a municipal library board is given to it by the City Council through the ordinance that establishes the library. Such a board is advisory and does not govern the library.	System board authority is established by Statute. Such boards have the authority to: <ul style="list-style-type: none"> <li>• Operate and maintain a system</li> <li>• Purchase or lease land or buildings</li> <li>• Erect, maintain and operate public library buildings</li> <li>• Acquire or sell books and other personal property</li> <li>• Hold title to real property</li> <li>• Accept or decline donations</li> <li>• Administer the expenditures of any funds</li> <li>• Establish a schedule of fees</li> <li>• Contract for professional services</li> <li>• Receive any allocation of funds</li> <li>• Enter into contracts</li> <li>• Borrow money</li> <li>• Access a statewide telecommunications network</li> <li>• Do all other things necessary to carry out the provision of the multicounty library act.</li> </ul>
Organizational Duties	<p>Establishes a regular schedule for its meetings. In accordance with the Open Meeting Law, the time and place of these meetings is provided to the city government and is posted in a public place.</p> <p>Develops and adopts the bylaws by which it will operate and conduct meetings.</p> <p>Elects its officers. May include President, Vice President and Secretary. Because the board is advisory, it does not handle money and does not need a Treasurer.</p>	<p>Establishes a regular schedule for its meetings. In accordance with the Open Meeting Law, all meetings are open to the public. The time and place of these meetings is provided to the county and city governments.</p> <p>Develops and adopts the bylaws by which it will operate and conduct meetings.</p> <p>Elects its officers. These may include President, Vice President, Secretary and Treasurer.</p> <p>Establishes committees to carry out its work. These might include a budget and finance committee, a capital improvements committee and a personnel committee.</p>

<p>Administrative Duties</p>	<p>Responsible for establishing the policies of the library. Because the board represents the public, it will establish policies for the library that suit the citizens of its community.</p> <p>Assists the director in administering the library through established board committees. These may include a budget committee to assist in budget preparation, and a public relations committee to assist in bringing the library's message to people's attention.</p> <p>Engages in short and long range planning for the library. Board members learn about libraries and library issues and keep themselves informed on trends, changes, problems and opportunities.</p>	<p>Secures and equips buildings to assure that service is available to all residents of the system area.</p> <p>Receives funds from all sources.</p> <p>Adopts the annual budget. The budget requirements are outlined in Title 65, Article 4-105 (b). The system board submits its budget to its cities and counties, as well as to the county excise boards, state offices, and ODL.</p> <p>Approves all expenditures.</p> <p>Hires a director who must hold a master's degree in librarianship from an accredited school.</p> <p>Establishes all personnel policies.</p> <p>Establishes all of the operating policies of the system to assure that equality of service is available to all residents of the system area.</p> <p>Engages in short and long range planning for the system. Learns about libraries and library issues and maintains awareness of trends, changes, problems and opportunities. Monitors progress toward goals of plan.</p>
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<p>Advocacy Duties</p>	<p>Serve as library advocates. Board members promote the library at all times through their daily activities. They offer their endorsement and support for the library's budget request. They lobby for library support through such activities as OLA's Library Legislative Day.</p> <p><a href="http://www.oklibs.org">www.oklibs.org</a></p> <p>Serve as a contact point for citizens who want to offer suggestions for the operation of their library.</p>	<p>Serve as library advocates. The board members promote the system at all times through their daily activities. They lobby for library support through such activities as OLA's Library Legislative Day.</p> <p>Serve as a contact point for citizens who want to offer suggestions for the operation of the system's libraries.</p> <p>ALA Advocacy University  <a href="http://www.ala.org/advocacy/advocacy-university">http://www.ala.org/advocacy/advocacy-university</a></p>
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### Responsibilities of the Director

<b>Responsibility</b>	<b>Director's Duties</b>
<p>Authority</p>	<p>Municipal library directors are hired by and responsible to the City Manager, Mayor or City Council. System directors are hired by and are responsible to system boards. Both are responsible for providing library services to their communities.</p>
<p>Organizational Duties</p>	<p>It is the responsibility of the director to organize the resources – material and human – to provide library services. In most cases, the library is already in existence when the director is hired and an organizational structure exists. However, it is the responsibility of the director to examine the organizational structure and modify it as necessary.</p>
<p>Administrative Duties</p>	<p>The director is responsible for the overall operations of the library. The director is responsible for implementing the policies established by the board.</p>

<p>Budget</p>	<p>The director is responsible for preparing the annual budget. The board may appoint a budget and finance committee to assist the director. Directors of municipal libraries submit their budgets first to the board for approval, and then to the City for adoption. System directors submit their budgets to the system board for adoption.</p> <p>Budget procedures vary, but most follow this format. Budgets are done on a fiscal year basis from July 1<sup>st</sup> to June 30<sup>th</sup>. The budget cycle begins several months before the beginning of the fiscal year, usually around February.</p> <p>The director provides the staff and/or board budget and finance committees with estimates of expected income for the next fiscal year. Staff and board submit budget needs. Then the appropriate budget committee works with the director to prepare a draft budget.</p> <p>Municipal libraries submit their budgets to the City for adoption after approval by the board. System boards have final approval, and submit their adopted budget to their cities and counties by June 1<sup>st</sup>. In addition the system budget is sent to county excise boards, the State Auditor and Inspector, the Oklahoma Department of Libraries and the State Board of Equalization.</p> <p>Systems are required to have an annual audit. Municipal libraries are audited as part of the City's audit.</p>
<p>Expenditures and Monitoring</p>	<p>After the budget is approved and adopted, it is the director's responsibility to see that expenditures are made within the budget. A line item budget says how much money may be spent in each category, such as salaries or building maintenance. The director cannot spend more than the budgeted amounts, nor can s/he transfer money from one account to another without prior approval. Municipal libraries submit bills to the City for approval by the City Council. System directors submit bills to the board for approval of payment. The director submits an Annual Report of the library or system's finances and other statistical data to ODL each year.</p> <p>Annual Report data from Oklahoma Public Libraries  <a href="http://www.odl.state.ok.us/servlibs/annualrep/index.asp">http://www.odl.state.ok.us/servlibs/annualrep/index.asp</a></p>
<p>Personnel</p>	<p>The director is responsible for hiring all staff. The system board or City Council may give final approval, but the work of advertising for candidates, writing job descriptions, and interviewing is the director's. In large libraries and systems, there will be Human Resources staff to whom this duty is assigned.</p>

<p>Public Relations and Advocacy</p>	<p>The director is the official spokesperson for the library. It is his responsibility to direct a program to inform the public of the services and programs that the library provides. This may be done through public speaking, press releases, participation in community events, active participation in library associations and other means.</p> <p>ALA Advocacy University <a href="http://www.ala.org/advocacy/advocacy-university">http://www.ala.org/advocacy/advocacy-university</a></p>
<p>Long and Short Range Planning</p>	<p>The director plays an active role in assembling, supporting and providing expertise and resources to the planning committee, and educates board members on the importance of planning. The director is responsible for implementing the adopted plan, enlisting the support of library staff, monitoring progress toward the plan's goals, and reporting on the plan's accomplishments to the board, the City Council and the citizens.</p> <p>WebJunction – search planning <a href="http://www.webjunction.org">http://www.webjunction.org</a></p>