

**1B | Division of Responsibility****Revised:** 5/8/19

Under Article 30 of the Illinois Public Library District Act of 1991 the Board of Trustees is, among other functions, empowered to formulate “reasonable rules and regulations...in order to render the use for the library of the greatest benefit to the greatest number” and to “appoint a competent Executive Director and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed.” Thus, in defining and delineating the division of responsibility between the Board and the Executive Director, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy determination is the Board’s power and duty. Management is the Executive Director’s responsibility and they are directly accountable to the Board. The division and sharing of these responsibilities fall into various categories.

**Governance and Policy Making**

- I. Goals and Objectives for the Library
  - a. Board Responsibility
    - i. Annually determine, review and evaluate the goals and objectives of the Library and the methods of meeting them.
  - b. Executive Director Responsibility
    - i. Provide assistance and direction in setting goals and objectives and in determining means of evaluation.
  - c. Joint Responsibility
    - i. Conduct a systematic study of the community and a thorough analysis of library services. The Executive Director shall prepare regular reports on current progress and future needs. The Board shall relate the Library, its programs, and its needs to the community.
  
- II. Written Policies
  - a. Board Responsibility
    - i. Determine and adopt written policies to govern operation, use, and programs of the Library and shall adopt bylaws for Board procedures.
  - b. Executive Director Responsibility
    - i. Recommend needed policies to the Board and supply samples and sources of information. Carry out the policies as adopted by the Board with recommendations and materials for study, and manage the Library

within the framework of the Library's goals, objectives, mission, policies, and budget.

- c. Joint Responsibility
    - i. Know local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislations; participate fully in the library system and make use of the consultants of the Illinois State Library; attend regional, state, and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries; and study library publications.
- III. Ordinance and Policy Making Governance
- a. Board Responsibility
    - i. Cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Attend all Board meetings and committee meetings to which they are assigned and carry out all special assignments promptly.
  - b. Executive Director Responsibility
    - i. Prepare all needed Library reports to the government, library system, state library, and provide copies to the Board. Attend all Board and committee meetings except those meetings or parts of meetings in which the Executive Director's salary and tenure are discussed.

## **Finance**

- I. Financial Status of the Library
  - a. Board Responsibility
    - i. Maintain awareness of the financial status of the Library
  - b. Executive Director Responsibility
    - i. Provide a report of budget status and expenditures at each Board meeting. Supply facts and figures to the Board to aid in interpreting the Library's financial need.
  - c. Joint Responsibility
    - i. The Executive Director shall prepare two annual budgets in consultation with staff and Board: first, the appropriations ordinance from which anticipates the needs for the coming year; second, an operating budget, once the available revenues are determines. The Board shall work with the Executive Director to formulate these budgets, adequate to carry out the Library's goals and objectives, within any limitations of law.

- II. Budget Presentation
  - a. Board Responsibility
    - i. Present the budget to the general public and explain and defend it; help to secure adequate funds, staff, and services, and explore all ways of increasing the Library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.
  - b. Executive Director Responsibility
    - i. Assist the Board in cooperating with other libraries and call the Board's attention to ways of stretching the budget.
  - c. Joint Responsibility
    - i. The Executive Director shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Executive Director shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the Library.

**Adopted:** 9/13/00

**Revised/Reviewed:** 8/12/15, 12/11/13, 8/10/11, 7/11/07

