

Director, Friends, and Library Board Roles and Responsibilities

	Library Director	Library Board	Friends
General Administrative	Administer daily operations of the library including personnel, collection development, fiscal, physical and programmatic functions. Act as advisor to the Board and provide support to the Friends and community groups.	Recruit and employ a qualified library director according to SCSL standards and State Aid requirements; maintain an ongoing performance appraisal process for the director in accordance with local ordinances.	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. Draft policy examples for Trustees. 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 in accordance with the library mission, vision and values in agreement with the library strategic plan.	Support the policies of the library as adopted by the Library Board
Planning	Coordinate and implement a strategic plan with the community, Library Board, Friends, and staff.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with local ordinances.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with local ordinances.	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 legislators.	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 open communication between each group.	Participate in all Board meetings. Adhere to SC Open Meeting laws.	Maintain a liaison to the Library Board.