**Who is Responsible?**

Check the box for the person(s) responsible for the following duties. Under “local government” you might also want to note who specifically works with the library for a specific responsibility.

Sometimes these duties will be shared. In those circumstances, how is the work divided? Does your library have a written agreement with your local government which outlines these responsibilities?

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsibility** | **Library Director** | **Library Board** | **Local Government** |
| Develop a draft budget |  |  |  |
| Adopt a budget to go to local government for approval |  |  |  |
| Hold a public hearing and formally adopt a budget as part of overall local government budget process |  |  |  |
| Spend the money |  |  |  |
| Account for the money - both incoming and outgoing |  |  |  |
| Monitor budget expenditures during the fiscal year |  |  |  |
| Develop financial reports |  |  |  |
| Review financial reports |  |  |  |
| Provide accounting services |  |  |  |
| Levy taxes for the library |  |  |  |
| Hire and evaluate the director |  |  |  |
| Set the director’s salary |  |  |  |
| Discipline or fire the director if necessary |  |  |  |
| Hire and evaluate the staff |  |  |  |
| Set the staff’s salary |  |  |  |
| Discipline or fire staff if necessary |  |  |  |
| Prepare personnel budget projections |  |  |  |
| Review personnel budget projections |  |  |  |
| Provide human resources support to staff |  |  |  |
| Maintain personnel policies |  |  |  |
| Process payroll |  |  |  |
| Maintain facilities |  |  |  |
| Create facilities maintenance plan |  |  |  |
| Have the power to acquire, purchase, lease, or otherwise own library property in the name of the city |  |  |  |
| Have the right to sell, exchange, or dispose of property |  |  |  |
| Accept gifts, grants, donations, and bequests of property |  |  |  |
| Insure the property |  |  |  |
| Hold the title/deed to the property |  |  |  |