**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  |  |  |  |