

| Responsibilities of | Library Director | Trustee | Friend |
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| General Administrative | <p>Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as technical advisor to the board and ensure staff representation at all friends' board meetings.</p> | <p>Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director.</p> | <p>Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library's program.</p> |
| Policy | <p>Apprise board of need for new policies, as well as policy revisions; implement the policies of the library as adopted by the board; keep friends apprised of all library policies.</p> | <p>Identify and adopt written policies to govern the operation and program of the library including personnel, general operating, and collection development policies.</p> | <p>Support the policies of the library as adopted by the library board; adopt a constitution and by-laws for the friends.</p> |
| Planning | <p>Coordinate and implement long range planning process with board, friends, staff and community. Long range plan coordination will include preparation of appropriate status reports.</p> | <p>Ensure that the library has a long range planning process with implementation and evaluation components. The process should include input from friends, community and staff. Support the librarian, staff and friends in carrying out the library's program.</p> | <p>Provide input into the library's long range planning process and remain knowledgeable as to the status of the plan.</p> |
| Marketing | <p>Coordinate and implement an ongoing marketing program.</p> | <p>Ensure that the library has an active marketing program.</p> | <p>Promote the library program to the public.</p> |
| Fiscal | <p>Prepare an annual budget for the library in consultation with the board and friends; present current report of expenditures against the budget at each board meeting; make the friends aware of the special financial needs of the library.</p> | <p>Secure adequate funds to carry out the library's program; assist in the preparation and presentation of the annual budget.</p> | <p>Conduct fund raising which complements the library's mission and provides funding for special library projects.</p> |
| Legislative | <p>Educate board and friends regarding current local, state and federal library laws and pending library legislation.</p> | <p>Be familiar with local, state and federal library laws as well as pending library legislation.</p> | <p>Serve as advocates for local, state and national library issues; represent the library program to legislators.</p> |
| Meetings | <p>Provide written reports at and participate in all board and friends meetings; ensure that there is a staff liaison to the friends.</p> | <p>Attend and participate in all board meetings and see that accurate records are kept on file at the library; comply with Freedom of Information regulations; appoint a liaison to the friends' board to attend their meetings.</p> | <p>Maintain a liaison to the board of trustees to attend all their meetings. Executive board members should attend and participate in all friends' executive board meetings.</p> |
| Networking | <p>Affiliate with state and national professional organizations and attend professional meetings and workshops; make use of the services and consultants of the Connecticut State Library, Association of Connecticut Library Boards and Friends of Connecticut Libraries.</p> | <p>Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. Make use of the services of the Connecticut State Library and Association of Connecticut Library Boards.</p> | <p>Affiliate with state and national friends' organizations and attend their meetings and workshops. Make use of the services and consultants of the Connecticut State Library as well as the Friends of Connecticut Libraries.</p> |

