

Working Together: Roles and Responsibilities Guidelines for Homer Public Library

Responsibilities	Library Director	Library Advisory Board (LAB)	Friends of the Homer Library
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the LAB and provide support to the Friends and community groups.	Advise the Library Director and the City Council to ensure quality library service. Advise city government to recruit, employ and retain a qualified library director.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Identify need for new written policies, as well as policy revisions. Work with the LAB to establish written policies to govern the operation of the library for approval by the City Council.	Work with the Library Director to establish written policies to govern the operation and program of the library for approval by the City Council.	Support the policies of the library.
Planning	Coordinate and implement a strategic plan with LAB, Friends, staff, community, and city government.	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 city charter. Pursue grant opportunities.	Solicit donations of money and/or property for the benefit of the library. Assist in the preparation and presentation of the annual budget in accordance with city charter.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the LAB, Friends, community and city government 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 LAB and Friends meetings. Ensure there is a liaison from the LAB to the Friends and vice versa.	Participate in all advisory board meetings. Appoint a liaison to the Friends Board and become a member of the Friends. Report on LAB and library activities to City Council at Council meetings.	Maintain a liaison to the LAB.
Networking	Encourage LAB and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join United for Libraries national organization and/or Alaska Library Association as a resource for policies, operations and advocacy for libraries.	Join United for Libraries national organization as a resource to better support the library.