

Board	Library Manager	Library Staff
Accountable and legally responsible for the library.	Manages day-to-day operations of the library.	Ensure the library delivers good service to the community.
Engages in strategic planning and monitoring of activities by completing a community needs assessment and developing the Plan of Service.	Helps Board clarify patron needs: develops appropriate programs and services including the Plan of Service.	Provide patron service. Monitor trends and provide information to library manager about programs.
Prepares bylaws for Council approval. Reviews, revises, develops and approves policies.	Provides input to Board on bylaws and policy development. Directs policy implementation. Interprets policy for staff. Ensures procedures are developed.	Make decisions as guided by bylaws, policies and procedures. Identify policy gaps and implementation problems.
Sets a budget and ensures sufficient funds to achieve it.	Prepares budget in consultation with the Board. Manages the budget. Reports major changes to the Board.	Identify resource needs; accounts for expenditures.
Hires, monitors and evaluates the Library Manager.	Hires, supervises and evaluates direct reports and ensures that other staff and volunteers are hired, supervised and evaluated.	Work as member of a professional team.
Monitors and evaluates activities of the library to ensure they are within the framework of the strategic mandate and budget. Approves new initiatives.	Provides reports to the Board and committees on activities, programs, budget and new initiatives. Advises Board on strategic initiatives.	Provide updates to library manager about issues requiring attention. Evaluate programs and provides feedback to library manager.
Advocates in the community on behalf of the library.	Actively works to develop community support by participating in business, recreation and municipal activities.	Provide service; engages users by delivering services in the library and community.
Creates a structure and committees to carry out work; builds the Board.	Supports Board function; attends Board and committee meetings except when they are <i>in camera</i> .	Provide information and suggestions to the Board when required.