

**Library Budget:
Roles and Responsibilities of the Director, the Board and the City**

Library Director	Library Board	City Council and Mayor	City Clerk or Administrator
		Mayor appoints library board members with approval of city council	
Keeps library board informed of library activities, needs and concerns.	Stays informed about library activities, needs and concerns.		
Prepares a draft budget request.	Reviews draft budget request including line items.		
	Approves final budget request based on board approved priorities.		
	Supports and advocates for budget request when presented to city.	Appropriates bottom line funding for library.	
Explains monthly library expenditures to the board. Informs city about expenditures approved by the board.	Approves monthly expenditures; ultimately and legally responsible for how funds are spent.		Pays expenditures approved by library board. Keeps accounts of all public funds expended for any city purpose.
Provides library board with monthly financial reports	Review monthly financial reports; prioritizes needs to match available funding (has authority to shift funds from one line item to another as needed)		Provides library with monthly report showing paid expenditures and status of budget.
Informs city about all funds collected or received and about expenditures approved by the board.			Keeps accounts of all public funds collected, received or expended.
Informs city council, mayor, city staff about library activities, needs and concerns.	Informs city council, mayor, city staff about library activities needs and concerns.	Stays informed about library activities, needs and concerns.	Stays informed about library activities, needs and concerns.