

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

B-13 Division of Responsibility between Board and Executive Director

Adopted by the Library Board of Trustees September 16, 2025.

GOALS AND OBJECTIVES FOR THE LIBRARY

The Library maintains a Strategic Plan. This plan serves as a roadmap for the Library, guiding it towards long-term goals while allowing for adaptability in changing circumstances. The Strategic Plan supports the Library's [Vision and Mission](#) through actionable objectives.

Library Board of Trustees

The Board approves Strategic Goals and related activities. The Board further approves overall implementation and evaluates progress.

Executive Director

The Executive Director works collaboratively with Library stakeholders, including but not limited to community members, Trustees, and Library staff, to recommend Strategic Goals and related activities for approval by the Board. The Executive Director determines the means of evaluation and is responsible for implementation. Further, the Executive Director coordinates ongoing study and systematic analysis of the community, Library usage, and additional factors.

Joint Responsibility

The Board and Executive Director communicate progress and needs to the community through regular reports.

POLICIES

Library Board of Trustees

The Board determines and adopts written policies to govern operation and use of the Library and bylaws for Board procedures.

Executive Director

The Executive Director recommends new policies and changes to existing policies. The Executive Director carries out the policies as adopted by the Board.

Joint Responsibility

The Board and Executive Director should understand local, state, and national laws affecting public libraries and support legislation benefiting public libraries. The Board and Executive Director should stay informed and connected with other public libraries and the Illinois State Library.

GOVERNANCE

Library Board

The Board cooperates with local government officials and is attentive to completing and meeting governance requirements. Trustees are asked to attend all Board meetings as well as assigned Committee meetings. Tasks and responsibilities assigned at such meetings are completed by Trustees as scheduled.

Executive Director

The Executive Director prepares monthly Board packets including required governance documents submitted to DuPage County and the Illinois State Library. The Executive Director attends Board and Committee meetings.

Joint Responsibilities

The Board and Executive Director comply with Open Meetings Act provisions.

FINANCIAL STATUS OF THE LIBRARY

Library Board

The Board is attentive to the financial status of the Library and approves monthly financial reports.

Executive Director

The Executive Director provides financial reports at each Board meeting. Additionally, the Executive Director is responsible for providing necessary context and projections for overall financial planning.

Joint Responsibility

The Board and Executive Director discuss and review the financial status of the Library at open meetings.

BUDGET PRESENTATION

Library Board

The Board approves the working budget, appropriation, and levy and presents them to the public. The Board is responsible for ensuring that the Library secures adequate funds for staffing, operation expenses, public services, and long-term financial planning. The Board is attentive to increasing the Library's income through other sources when possible and takes advantage of financial efficiencies in cooperating with other libraries.

Executive Director

The Executive Director collaborates with staff to develop the working budget, appropriation, and levy. The Executive Director prepares and presents each to the Board for consideration and approval.

Joint Responsibility

The Board and Executive Director ensure budgets support the needs and goals of the Library within legal limitations. The Board and Executive Director meet statute deadlines and keep complete and accurate records concerning finances, personnel, property, and annual reports.