

Relationship of Board of Trustees and Director Statement

This statement is subject to the terms and conditions set forth by the Yankton Community Library Board of Trust by-laws and the South Dakota Codified laws.

South Dakota's more than 100 public libraries are guided by library boards, also known as boards of trustees. A successful library relies on the collaborative efforts of the library board, the director, and the library's governing body. While the funding body of the Yankton Community Library (YCL) is the Yankton City Commission, the Library Board of Trustees holds exclusive legal responsibility for the operation of the YCL, budgetary process, and policies. The Board shall select, appoint and evaluate a Library Director as the administrator with full responsibility for services, material selection and purchase, personnel selection, evaluation and supervision and physical facilities upkeep/management. The Library Director shall have the responsibility for recommending policies and for bringing to the attention of the governing board the desirability of formulating policies. It is the responsibility of the Library Director to follow the policies established by the Library Board of Trustees. It is also the responsibility of the Library Director to interpret Board policies and enact daily procedures and direct staff tasks that accurately reflect those policies.

From SD Codified Law:

14-2-40. Duties of trustees.

Each board of public library trustees shall:

- (1) Appoint a librarian to serve at the pleasure of the board. Any paid librarian shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule, if such schedule exists. If no such schedule exists, the salary shall be set by the local governing body;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials;
- (3) Prepare and submit an annual budget request to its governing body;
- (4) Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to its governing body and to the South Dakota State Library on such forms as may be provided by the State Library.

14-2-41. Powers of trustees.

Each board of public library trustees may:

- (1) Accept any gift, grant, devise, or bequest made or offered by any person, private agency, agency of state government, the federal government, or any of its agencies, for library purposes. Each donation shall be administered in accordance with its terms;
- (2) Establish a special public library gift fund. The moneys in such fund shall be derived from all or any part of any gift, bequest, or devise, including the interest thereon. Such gift fund shall be a separate and continuing fund and no moneys in such fund shall revert to the general fund of any local governmental unit;

- (3) Enter into an interstate library agreement pursuant to § 14-7-12, Article VI;
- (4) Establish a collection of public library materials to be loaned on a pay basis and make reasonable charge for use thereof;
- (5) Enter into any contracts for the provision of or for the improvement of public library services.

14-2-42. Duties of librarians.

Each librarian shall:

- (1) Serve as secretary to the board of public library trustees and keep all its records;
- (2) Prepare such reports, budgets, and other documents as are required by the board of public library trustees or are required of the board by its governing body;
- (3) Appoint such staff as are necessary to operate the public library within its budgetary limitations. Library employees shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule. If no such schedule exists, the salary shall be set by the library board;
- (4) Select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board of public library trustees;
- (5) Publish and enforce the policies of the board of public library trustees;
- (6) Execute all contracts and agreements approved by the board of public library trustees;
- (7) Keep an accurate account of the financial transactions of the public library; and
- (8) Carry out any other activities authorized by law that the board of public library trustees consider appropriate in the development, improvement, and provision of public library services.