



## SER 14

### DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD

It is the duty and responsibility of the Library Board to:

1. Employ a competent and qualified Library Director
2. Determine and adopt written policies to govern the operation and program of the library
3. Determine the purposes of the library and secure adequate funds to carry on the library's program
4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends; cooperate with the Library Director in planning the library program, and support the librarian and staff in carrying it out.
5. Establish, support, and participate in a planned public relations program.
6. Assist in the preparation of the annual budget
7. Know local and state laws; actively support library legislation in the state and nation.
8. Establish among the library policies those dealing with book and material selection.
9. Attend all board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state, and national trustee meetings and workshops and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library.
12. Report regularly to the governing officials and the general public.

S14-1