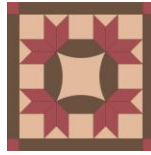


# Kalona Public Library



## JOB DESCRIPTION

POSITION TITLE: Library Trustee

REPORTS TO: City Council/appointed by Council

TERM: 6 years

### SCOPE:

Assist and support the Library Director to make sure the library operates well and in the best interest of those the library serves. Advocate to the general public, City Council and Civic Organizations for the Library. Plan for the future of the library and monitor and evaluate the overall effectiveness of the library. A Library Board Member should stay informed about the library's activities, needs and concerns.

### ACCOUNTABILITY/RESPONSIBILITIES:

Employ a competent and qualified librarian. This includes recruiting, hiring, and annually evaluating the director. Adopt personnel policy and set adequate salary and benefits for the staff.

Attend regular Board Meetings which are held on the second Tuesday of every month at 6:30PM in the Velma Skola Community Room of the Library.

Determine the direction of the library by studying community needs. See that a plan is developed and work with the Library Director to see that the plan is carried out.

Examine proposed budget; make revisions if necessary, adopt the budget, present to City Council for approval, or/and amend line items if needed.

Approve monthly expenditures; financially and legally responsible for how funds are spent.

Be familiar with Library ordinances as well as state and federal laws affecting the library.

Attend at least 1 continuing education course a year.

Be familiar with library ordinance as well as state and federal laws affecting the library.

### EDUCATION AND SPECIAL REQUIREMENTS:

Each Board Trustee should have a general knowledge of library uses; no preferred education is required.

\*There are no physical restrictions for this position.