

Library Board Member Description of Duties

The Library Board of Trustees is tasked with ensuring that the Osawatomie Public Library is a benefit to the community and is run in accordance with applicable statutes.

As part of the Library Board, you will:

- attend all board meetings, held the third Monday of each month 30 minutes after closing, and see that accurate records are kept on file at the Library.
- make and adopt rules and regulations for the administration of the library. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council.
- with the approval of the governing body of the municipality, purchase or lease a site or sites or to lease or erect a building or buildings for the use of the library;
- employ a Library Director and such other employees as are deemed necessary and to set their salaries.
- determine and adopt written policies to govern the operation of the Library.
- determine the purpose of the library and secure adequate funds to carry on the Library's operation and program.
- know the operation, programs and needs of the Library in relation to the community.
- keep abreast of library trends.
- oversee the Library program.
- establish, support and participate in a planned public relations program.
- assist in the preparation of the annual budget.
- know local and state laws pertaining to library operations.
- actively support library legislation in the city, county, state, and nation.
- establish among the Library policies those dealing with book and material selection.
- attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Requirements

- Must live within Osawatomie City Limits
- Must not be an elected city official
- Must avoid any conflicts of interest