

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

TRUSTEE DUTIES AND RESPONSIBILITIES

SUMMARY

The Board of Trustees of the Lakewood Public Library consists of seven members appointed by The Lakewood City Schools Board of Education. Trustees serve for a seven-year term and may stand for reappointment to subsequent terms. The Board of Trustees establishes policies and long-term goals for the library; oversees the general operation of the library; initiates and oversees the budget process; promotes and advocates for the library in the community; and hires, sets salary for and evaluates the performance of the library director and fiscal officer.

DUTIES & RESPONSIBILITIES

- Attend regularly scheduled and special meetings of the Board. Regular meetings of the Board are scheduled for the second Thursday of each month
- Serve on standing committees of the Board as assigned by the Board president
- Work with the Board to establish the annual budget, approve expenditure of funds and monitor the Library's financial performance throughout the year
- Maintain a working knowledge of Ohio library funding including,
 - Operation of the Public Library Fund ("PLF"), including allocation of funds among the County library systems
 - Local property taxes
 - The annual library budgeting process
- Hire and supervise the Library Director and Clerk-Treasurer to implement Board decisions and directions and to carry out day-to-day provision of Library services
- Maintain a working knowledge of local, state and federal laws impacting operation of the library; actively support library legislation at the state and federal level
- Determine and adopt written policies to govern the operation and services of the Library
- Establish short and long-term goals for the Library through the strategic planning process

- Act as a liaison with the public, interpreting and informing local government, the media and public of library services and needs
- Maintain an awareness of emerging library issues and trends and understand the implications for library users
- Represent the interests and needs of community members