

Library Trustees (Appointed) – Duties and Expectations  
March 3, 2018

**Duties:**

Follow all pertinent state laws and rules.

Adopt and maintain up to date bylaws, rules and guidance for the governing of the Library District.

Have the supervision, care and custody of all property of the libraries, including but not limited to buildings, lands, leased spaces, shelving, books, supplies, computers and office equipment.

Hire, employ and supervise librarians and such other staff as necessary, prescribe their duties, fix their compensation, and remove for cause if necessary.

Submit annually to the legislative body (Board of County Commissioners) a budget which the board of trustees has certified. This should be done prior to tax levy certification.

Lease or purchase lands as necessary to maintain libraries for the benefit of all residents of Stevens County.

Lease, purchase, or erect buildings as necessary for library purposes.

**Expectations:**

Attend scheduled meetings.

Participate in discussions.

Be prepared by reading all minutes and materials prior to the meetings.

Manage all County Libraries for the benefit of all citizens of Stevens County – this includes finances, buildings, material, supplies and staffing.

Work with other Library Trustees – debate respectfully.

Prepare budgets annually, maintaining proper accounting principles.

Within current budgetary constraints, run programs that will help further the education and reading enjoyment of our county residents. This may include, but is not limited to, hold computer classes or classes using computer programs and social media, reading programs for various ages, educational seminars of interest to local areas around the County.

Communicate with elected and citizens as to the needs of the Library District.

At least yearly, update the BOCC on the happenings, needs and goals of the Library District – This may be done by the Board of Trustees, a Board designee, or designated staff.

Be responsive and responsible to all the tax payers for Library functions.