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# Trustee Duties and Responsibilities of the Lakewood Public Library

Revised  
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MADISON BRANCH | 13229 Madison Avenue, Lakewood, Ohio 44107-4812 | (216) 228-7428  
[lakewoodpubliclibrary.org](http://lakewoodpubliclibrary.org)

## Library 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 four-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 Library's 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 and Responsibilities**

Attend regularly scheduled and special meetings of the Board. Regular meetings of the Board are scheduled for the second Thursday of each month, except the January meeting is scheduled for the third Thursday of the month. Typically, there are no regular Board meetings scheduled for the months of February, July and August.

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 public library funding, including:

- The Public Library Fund, including the allocation of these funds among the public library systems within Cuyahoga County;

- Local property taxes;

- The annual library budgeting process; seek out donations and private financial support of the Library.

Hire the Library Director and Fiscal Officer to implement Board decisions and directions, and to carry out day-to-day provision of Library services, and evaluate the performance of both the Library Director and Fiscal Officer.

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 long-term goals for the Library through the strategic planning process.

Act as a liaison with the public; informing local and state government, and the public of library services and needs.

Maintain an awareness of emerging library issues and trends and understand the implications for patrons.

Represent the interests and needs of community members.