

The public library cannot be all things to all people. It therefore must choose the roles it shall assume in the community and continually assess them. The public library should provide information, serve as an information catalyst in the community, and complement rather than duplicate services offered by other community agencies.

7. Identify jurisdictional service boundaries, other libraries in the community, and other public and private agencies in the larger community."

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8. Pursue cooperative arrangements with other agencies when feasible.

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\*See appendix A for explanation of community analysis.

### Statistical Reporting

The public library shall collect and report statistics using standard definitions which satisfy requirements of state law in order to help evaluate its performance, provide needed data for planning, show accountability to governing authorities, and help the board and administrative staff make appropriate management decisions.

9. Library statistics, especially those which pertain to the library's roles, shall be reported to the board monthly.

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10. The public library shall provide statistical and other needed information when requested by the system and/or the State Library.

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### Budget and Financial Reporting

Planning, evaluation, and review are essential for effective budgeting. The library shall follow established fiscal procedures for its specific governmental unit.

11. The library budget shall be developed jointly by the administrative librarian, the staff at various levels, and the board, prior to the final decision of the board.

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12. Financial reports shall be reviewed by the administrative librarian and the board at their regular meetings.

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13. Bills must be paid promptly unless there is a reason for withholding payment in which case the vendor must be notified in writing that payment will be delayed. (Chapter 81: 4-17 and Chapter 81: 1004- 15.1)