

7. The City Librarian shall prepare an annual budget request for the library in consultation with the Board.
8. The City Librarian shall select and order all books and library materials within the framework of book selection policies approved by the Board.
9. The City Librarian is expected, when practicable, to represent the library in the community and in state, regional, and national professional organizations and meetings.
10. The City Librarian shall make statistical and evaluative reports to the Board and control expenditures of library funds under regulations established by the City of Decatur.
11. The City Librarian shall maintain close liaison with the City of Decatur administrative staff in order that library policies will be in the closest possible accord with those practiced by the City.
12. The City Librarian shall use any services which can be provided by the City, its advisory groups, or other governmental agencies and approved by the Library Board, especially in the areas of procurement, fiscal accounting, maintenance, programming of capital improvements, planning, and special studies.

Article 7. DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library.
4. Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.
5. Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
6. Establish, support, and participate in a planned public relations program.
7. Review the program and operation of the library and make policy decisions regarding its management.