

## WOODGATE LIBRARY: OPERATIONS

### A. BOARD OF TRUSTEES

1. Determines the purpose of the Library and adopts written policies to govern the operation and program of the Library.
2. Secures adequate funds to carry on the Library program
3. Consists of seven (7) trustees who meet the first Wednesday of each month at 7:30 pm at the Library.

### B. LIBRARY DIRECTOR

1. An administrative position involving responsibility for all library functions
2. Involves carrying out broad policy as determined by the Board of Trustees
3. Direct supervision is exercised over the work of other library personnel

### C. SUBSTITUTE OR LIBRARY ASSISTANT

1. The substitute or library assistant fills in for the Library Director in her absence; however, all major decisions are deferred until the Library Director returns.

### D. HOURS OF OPERATION

1. The Library is obligated to be open to the public a Minimum of 20 hours per week.  
Scheduled hours are:           Monday, Wednesday           2 p.m. - 7 p.m.  
  Thursday, Saturday           9 a.m. - 2 p.m.

### E. EMERGENCY CLOSING

The closing of the Library may be required by natural, mechanical, or other emergencies.

- a. In the event of an emergency closing, all scheduled to work will be considered to have worked and will be paid for hours scheduled.
- b. In the event of an emergency situation, the Library Director will notify the President of the Board as soon as possible concerning the need to close.
- c. The responsibility of closing the Library building rests with the Director.

### D. VOLUNTEERS

1. The Board of Trustees recognizes that Volunteers can be very beneficial to the Library and encourages the use of their talents.
2. Please refer to the Volunteer Manual in Section B of the Personnel Manual for explicit details.

### E. FRIENDS OF THE LIBRARY

## Operations

1. The Board of Trustees recognizes the importance of a Friends of the Library group and encourages citizen participation in achieving the goals and objectives of the Library.
2. The activities of the Friends of the Library are determined by the needs of the Library and the community.
3. The goals of the Friends Group are:
  - a. To create public support and public relations for the Library
  - b. To encourage gifts, endowments and memorials
  - c. To raise financial support for special library projects and expansion not covered by the regular budget
  - d. To work for favorable legislation
  - e. To campaign for a new library building or expansion of the existing building
  - f. To create public awareness of the library's place in the community.