

Do you love the library? Are you committed to keeping Rachel Kohl a positive force in the community? Are you looking for ways to get involved and make a difference? **There is a vacancy on the Library Board.**

The appointed position begins in January and is for a three-year term. Below is the description of the duties of the board and of the head librarian and how they work together.

Letters of interest and resume are due December 23.

Please send to info@chesterheights.org

*Borough Council wishes to thank Greg Chestnut for his 4 terms representing Chester Heights on the Library Board. We appreciate your service.

Please see more information below.

DUTIES AND RESPONSIBILITIES OF THE BOARD AND THE LIBRARY DIRECTOR

GOVERNANCE AND POLICY-MAKING

THE BOARD	THE HEAD LIBRARIAN
Determine the goals and objectives of the library and methods of evaluating progress towards meeting them. Review goals and objectives annually and evaluate progress.	Provide assistance and direction to the Board in setting goals and objectives and determining methods of evaluation.
Relate the library and its programs to the community and its needs, discovered through systematic study of the community and analysis of library service.	Assist the Board to know the needs of the community and how to respond to these needs through the library.
Determine and adopt written policies to govern the operation, use and program of the library. Adopt by-laws for Board procedures.	Participate fully in the community analysis process and in the continuing library survey.
Seek a cooperative basis with officials of the municipality or other governing unit, keeping in mind special legal responsibilities of a library board.	Prepare regular reports on current progress and future needs.
Attend all board meetings and committee meetings to which assigned. Carry out all special assignments promptly.	Recommend needed policies to the Board and supply examples and sources of information. Carry out the policies as adopted by the Board.
	Interpret policies to staff and public.
	Provide the Board with recommendations and materials for study.
	Administer the library within the framework of the library's goals and objectives, policies and budget.
	Prepare all needed library reports for the local unit of government, the system and the State Library. Provide copies to the Board and the community.
	Attend all board and committee meetings except those meetings or parts of meetings in which the librarian's salary and tenure are discussed.
JOINT GOVERNANCE AND POLICY MAKING RESPONSIBILITIES	
Know local, state and national laws, which affect libraries and play an active role in initiating and supporting beneficial library legislation.	
Participate fully in the Pennsylvania library system and make use of the consultants of the district library center and the State Library.	
Attend district library center meetings, regional, state and national library meetings and workshops when possible and join appropriate organizations working for improved libraries. Study library publications.	

