

## **Library Organizer**

- Maintain a file of books and other items owned by YHSA that can be borrowed by members
- Keep record of items loaned out and remind members to return overdue items before their grace period has expired
- Implement other library services as needed
- Chair a Library Committee
- Recommend items for purchase to the Library Committee
- Appoint person to take care of donations and new items
- Update Library Policy as needed with Board approval
- Maintain Library financial records
- Maintain the Library as described in Article 12
- Send monthly updates to the Resource Chair