

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY BOARD

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Board Approved – November 2014

16.0 ANNUAL REPORT

- 16.1 The Board, in conjunction with the Library Manager, shall have prepared as soon after the fiscal year-end as practicable, a report for the previous year which should include the following items:
- a) List of board members and terms
 - b) Board committees
 - c) List of library staff
 - d) Hours of operation, programs and services to the community
 - e) Statistics on memberships, stock of materials, circulation, etc.
 - f) Annual budget
 - g) Goals and objectives
- 16.2 A copy of this report shall be made available to all board members and interested parties, including the general public.