

**MISSION STATEMENT**

*The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.*

**LEGAL AND PROFESSIONAL SERVICE PROCUREMENT POLICY**

When professional services are sought for official Library business, only the Chairperson or the Chairperson's designee is delegated to make contact with the professional with prior approval of the Board of Trustees. No bill will be paid unless the itemized billing statement received from the professional describes the service performed and the business discussed. The Chairperson will report back to the full Board on matters discussed.

Adopted: 9/14/93

Reviewed & Retained: 11/20/96

Reviewed & Retained: 12/08/99

Reviewed & Retained: 03/13/02

Reviewed & Amended: 04/12/06

Reviewed & Retained: 2/8/12

Reviewed & Retained: 1/6/15

Reviewed & Retained: 8/8/18