

Northeast Georgia Regional Library System

Trustee Orientation Information

1

What is a Public Library Board of Trustees?

- A group of citizens to whom the governing of a public library is entrusted
- Represents a broad spectrum of the community

2

Selection and Appointment

- Library Board members are appointed by the taxing agencies that fund the library program
- Terms are defined by the Board
- The Board may make *suggestions* & provide information to funding agencies; ultimately, it is the responsibility of the funding agency to appoint members

3

Types of Library Boards

- Governing Board – In our system this is the Regional Board; 1 to 4 members are appointed from each county board
- Affiliated Boards – Individual county boards: Habersham, Rabun, White, and the Toccoa-Stephens County Library Boards

4

Constitution & By-Laws Required for All Libraries


- The framework, rules, and regulations covering the meetings and operations of the Board
- Constitution – What to do
- By-Laws – How to do it

5

Main Board Priority - Policy

- Broadly stated guidelines for actions and decisions
- Any governing document, principle, or plan
- Basis for procedures, but not detailed course of action


6



### Benefits of Policy

- Guides management
- Protects people's rights & is more likely to assure fair treatment
- Supports overall library program

7

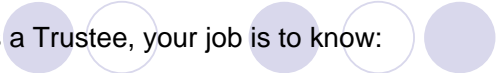


### Policy Manual

Maintained by Regional Director

- Distributed to Regional Board & staff, and to affiliated library managers by Director
- Distributed or made available to affiliated library boards and staff members by affiliate managers
- Web-Based at [www.negeorgialibraries.org](http://www.negeorgialibraries.org)


8



### As a Trustee, your job is to know:

- Your duties & responsibilities
- Local government structure & people
- Library services & available resources
- Information needs & interests of the community
- The lingo – ask if you don't know what the librarian is talking about

9



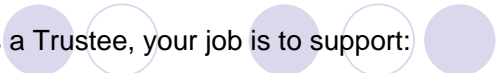
### As a Trustee, your job is to attend:

- Board & committee meetings
- GLA & other library association meetings

### As a Trustee, your job is to plan:

- Policies
- Future growth and priorities
- Active community awareness programs
- Assists with orientation of new board members


10



### As a Trustee, your job is to support:

- The librarian and the library
- Your local governing body
- The community & the citizens you represent
- Local, state, and federal legislation and rules

11



### As a Trustee, your job is to act:

- To articulate the library's needs
- To seek funding
- To promote your library
- To develop good personal relationships with representatives of government
- To make the library and its needs visible to the community

12

As a Trustee, your job is to remember:

- The library board acts only as a whole
- The library board must authorize you to act as an individual on behalf of the board
- The board does not run the daily operations of the library

13

Trustees & Administration – Partners

- Board – responsible for umbrella policies
- Director and/or Managers – responsible for procedures and daily operations
- Management exercises professional judgment under the direction and review of the board to implement board policies

14

Duties & Responsibilities Board & Management – Five Major Categories

- 1 – Legal
- 2 – Governance & Policy Making
- 3 – Planning & Evaluation
- 4 – Personnel
- 5 – Financial

15

Legal Responsibilities - Board

- To know, study, and abide by all local, state, and federal laws and regulations which affect public libraries
- To attend & participate in board meetings to insure compliance with laws and regs.
- To insure that all contracts are legal and meet state criteria

16

Legal Responsibilities - Management

- To prepare reports for government, system, and state library agency and provide copies as needed
- To attend board meetings and make recommendations on appropriate board actions
- To attend all meetings mandated by the state library agency or send a substitute
- To operate the library in accordance with all laws, rules, and regulations

17

Governance & Policy Making - Board

- To employ director or library manager
- To adopt and refine policies, plans, and budgets
- To adopt and refine constitution and by-laws
- To attend meetings
- To review reports

18

### Governance & Policy Making - Management

- To administer the library program in accordance with policy
- To prepare written reports & other documents needed by the Board
- To attend board meetings
- To inform trustees of any problems as necessary
- To provide assistance to the Board & recommend policies and changes
- To administer policies and (director) maintain policy handbook
- To interpret policy to staff and the public

19

### Planning - Board

- To analyze community in terms of service
- To set goals; plan for library growth
- To set priorities and decide on course of action to implement plans

### Planning - Management

- To participate in community analysis process and survey of library services
- To administer library in terms of its plan as adopted by the Board
- To suggest revision to plan as needed

20

### Evaluation – Board & Management

- To evaluate the library program annually
- To review the budget in regard to all aspects of income, expense, and funding

21

### Personnel - Board

- To employ a library director who meets state requirements
- To employ an affiliate manager who meets system and county requirements
- To develop guidelines for staff selection
- To develop personnel policies
- To provide adequate salaries and benefits within budgetary framework
- To notify appropriate agencies of board vacancies
- To help in orienting new trustees
- To review performance of management

22

### Personnel - Management

- To hire & direct staff according to policy
- To suggest improvements in salary and conditions
- To maintain policy manual
- To organize Board orientation
- To suggest basis of evaluation criteria
- To maintain personnel records

23

### Personnel – Board & Management

- To observe all laws and regulations that relate to employment practices
- To provide information to staff for effective implementation of policies
- To provide for continuing education opportunities within staffing and budgetary constraints

24

### Financial Responsibilities - Board

- To keep informed of funding sources, needs, and status of library
- To review budget request and revise as needed; to adopt budget
- To review expenditures in accordance with the budget; to amend budget if needed

25

### Financial Responsibilities - Management

- To maintain complete & accurate records of finance, inventory, personnel, and annual reports
- To prepare local, state, or federal budgets based on needs and available funding
- To disburse funds based on approved budget

26

### Financial Responsibilities – Board and Management

- To attend budget hearings of funding agencies to supply facts and figures and to defend budget requests
- To explore ways to increase the library's income
- To submit an annual report of activities, income, & expenditures to each funding agency and others as necessary

27

### Golden Rules for Board Members

- Let the librarian manage. Board decides on overall policy; your administrator applies Board policies day-to-day
- Boards act only as a group
- Keep confidential information confidential
- Carry your share of Board responsibility
- Authorize expenditures in compliance with all applicable laws
- Acquire adequate funds for operation of your library

28

### Northeast Georgia Regional

- Decentralized - An atypical setup that provides great local control and flexibility. Each county's funds go directly to support the local service program.
- Downside – Regional services are more limited than in some other systems because there is no central, locally-supported regional fund to support programs
- Funds to support regional operations come mostly from the state, with some contractual money coming from the public library in the headquarters facility

29

### Regional & Local Service

- Two complementary parts of the overall library program – Local service not possible without regional function; regional support not needed if there is no local service
- Common goal – to provide excellent library services

30

Local Services – Generally best Provided to Service Area from a Single Location

- Circulation
- Reference
- Reader's Advisory
- Public use of computers/Internet
- Programs
- Misc. services such as meeting rooms, copiers, faxing, etc.

31

Local Services – Responsibility

- Local funding agencies provide essential means for direct local services
- County library boards responsible for overseeing this aspect of library service through their administrators, the affiliate managers

32

Regional Services – Those functions best Provided to and on behalf of a Number of Libraries from a Central Location

- Overall Library Program administration
- Technical Services
- Extension Program
- Interlibrary Loan Service
- Administration of State & Federal Grants
- Regional Accounting
- State & Federal Reporting
- Consultation Services & Program Assistance

33

Why Should We?

- Centralized administration of some functions
- Lowers costs
- Frees local staff to provide local service
- TRUE LOCAL CONTROL

34