

★ Texas State Library and Archives Commission ★
Public Library Advisory Board Manual Overview

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Welcome to the TSLAC webinar introducing the Handbook and offering suggestions on how the Handbook might be used to meet the needs of Texas public libraries. In the interest of space and trees, here is an executive summary you might want to use during and after the webinar.

Thank you for attending. This content will be posted to the TSLAC website with the archived webinar for your future use and review. As always, I would be happy to answer any questions you may have.

Julie

Table of Contents	Comments
<p><i>I. 21ST CENTURY PUBLIC LIBRARIES.....1</i></p>	
<p><i>II. PUBLIC LIBRARY ADVISORY BOARDS 4</i> Public Library Advisory Boards in Texas ...5</p>	
<p><i>III. LIBRARY ADVISORY BOARD REQUIREMENTS..7</i> Building and Sustaining a Productive Advisory Board8 Roles and Responsibilities of Library Advisory Board members.....11 <i>Sample Job Description.....13</i> <i>Educational Opportunities for Library Board Members14</i> <i>Liability of Library Advisory Board Members.....17</i> <i>Ethics Statement for Public Library Board Members19</i> <i>Conflict of Interest Information for Public Library Advisory Board members..21</i> <i>Best Practices for Advisory Boards22</i> <i>Basic Board Business Processes.....24</i></p>	

<p><i>IV. THE LIBRARY DIRECTOR AND THE ADVISORY BOARD 32</i> Library Director Roles and Responsibilities32 Decision-Making, the Library Director, and the Library Advisory Board33</p>	
<p><i>V. PLANNING, THE LIBRARY DIRECTOR, AND THE LIBRARY ADVISORY BOARD..34</i> The Role of the Library Advisory Board in Planning34 Planning: Annual/Operational, Long-Term/Strategic Planning.....34 Stimulating Community Input....36 Community and Service Area Data Gathering.....37 Assessing the Library 39 Library Management Documents.....41 <i>Vision/Mission/Values/Goals and Outcomes Statements .41</i> <i>Policies and Procedures in One Document43</i> <i>Policies ..44</i> <i>Procedures50</i> <i>The Library’s Strategic/Long-Range Plan: Design and Evaluation ..51</i></p>	

<p>Partnership Agreements.....52</p>	
<p>VI. LIBRARY ADVISORY BOARD MONEY MATTER ISSUES.58 Funding Sources: Public and Private Funding.....58 <i>Public Funding.....58</i> <i>Private Funding60</i></p>	
<p>VII. A LIBRARY ADVISORY BOARD'S ESSENTIAL BUSINESS.....62 Levels of Involvement 62 Advocacy62 Lobbying64 Communicating Need 67 Promotion and Awareness.....68 Effective Communication Information69 Facilitating Discussion70 Managing Change76</p>	

VIII. TEXAS STATE LIBRARY AND ARCHIVES COMMISSION 78	
IX. APPENDICES.....81 A. Management Documents/Professional Statements.....82 <i>Sample Content for Internet Access in Public Libraries....83</i> <i>Advisory Board Bylaws.....85</i> <i>Sample Notice for Advisory Board Meetings91</i> B. Glossary of Library Terms, Acronyms, and Initialisms.....93 C. Resources.....94	

The Handbook

- Provides background on advisory boards in general and those community service opportunities available in advisory boards
- Defines what a library board is
- Helps board members understand their positions in the context of current public library philosophy and practice in the United States
- Helps board members understand the context of a public library organization and practice in the state of Texas
- Seeks to explain board member processes to encourage interested individuals to join and participate in the important act of giving and providing service to local libraries
- Helps board members understand their roles and responsibilities as members and/or officers of the board
- Helps board members realize that they are part of a vast network of persons, institutions, and associations committed to the ideal that a democracy is most appreciated and best served by community members empowered by access to, and a free and independent pursuit of, information and ideas

Advisory Board's Work

- Attendance and participation in board activities and events
- Service in an advisory capacity to the governing body in matters that pertain to the library
- Serving as liaison and representative from the community on library matters
- Advocating for the library for support from governing entities
- Supporting public library vision and values, such as intellectual freedom and the right to access content

Advisory Board's Roles and Responsibilities

1. Provide input and recommendations, as invited and appropriate, in support of the governing authority's interviewing and selection of the library director, library director orientation and training, and performance evaluation of the library director
2. Assist the library director in determining the library's vision and mission
3. Participate in short-term, long-term, and strategic planning
4. Advocate for adequate resources
5. Assist in managing resources effectively and efficiently by providing guidance and recommendations to library management
6. Be familiar with and assist the library in communicating around resources, services, and public image
7. Provide a forum for public communication on library issues
8. Assist the library in assessment
9. Report library activities and issues back to the governing authority
10. Assist in succession planning for new board members by identifying and motivating others to serve on the advisory board when slots become available
11. Maintain knowledge of existing and new community populations
12. Participate in processes to ensure effective board teamwork

13. Maintain a knowledge of contemporary librarianship through training provided by the xxxxx and the library and attendance at board meetings, committee meetings, other area community meetings, and professional association events such as the American Library Association and the Texas Library Association (annual, assembly and district meetings) whenever possible.

14. Be familiar with the library and its policies and procedures

15. Be aware of 21st century librarianship values and responsibilities such as copyright, confidentiality of patron records/data and the public's right to information versus intellectual freedom

Anything unique your Board does? Doesn't do?

Public Library Advisory Boards DO

- Advocate for library support, including seeking support for annual or operational and capital funding
- Advocate for support for the library for local, state, regional, and national legislative initiatives
- Promote library services and programs
- Assist library management in developing policies and budget proposals
- Provide support for management initiatives and decisions
- Advise their governing body on actions to take for the library Because they are “advisory” only in nature, governing bodies have the ultimate authority and can accept, reject, or amend advisory board advice.

Advisory Boards DO NOT

- Govern the library
- Hire, manage or fire the library manager/director
- Hire, manage or fire other library staff members
- Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues