INDIANA STATE LIBRARY RESOURCES FOR TRUSTEES

IN the Public Trust, Standards, and Policies

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WHAT WE'LL BE DISCUSSING TODAY

- Overview of trustees and their duties

- Directors

- Standards

- Best practices

- Additional Resources

APPOINTMENT PROCESS

- What makes a good trustee?
  - A library advocate
  - Commitment of time and energy to their responsibility
  - Diversity representative of community
  - A general knowledge of library services
  - Basic financial knowledge
  - Good communication skills
  - Team player

APPOINTMENTS AND TERMS

- 4 year terms

- May serve up to 4 consecutive terms

- May be staggered

- See IC 36-12-2-9 through IC 36-12-2-18 for specifics regarding:

    - Partial terms

    - Residency requirements

    - Appointing authorities

ORIENTATION

- Get acquainted with your library
  - Mission statement
  - Long range plan
  - History
  - Demographics
  - Finances
- Get acquainted with the board and director
  - Officers
  - Backgrounds
  - By laws, procedures, policies, etc.

YOUR JOB DESCRIPTION

The library board is responsible for the library and all that happens in it.
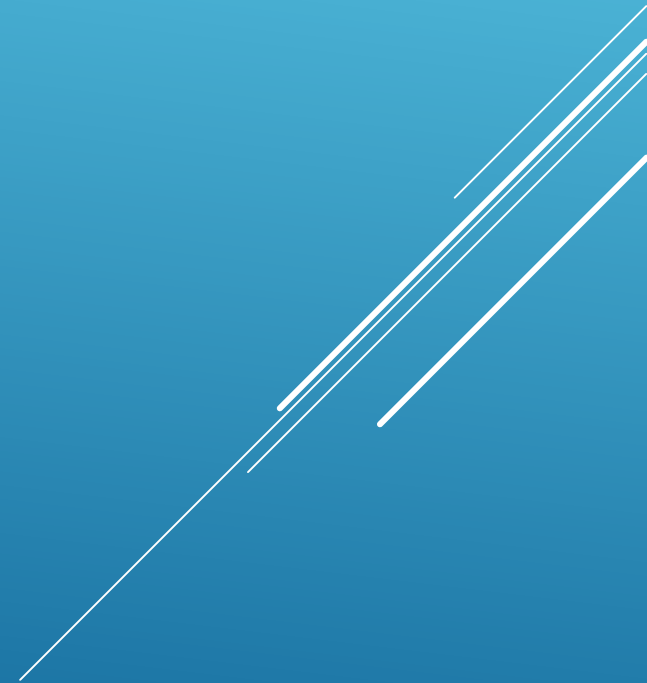
- Five major tasks:
    - Set policies
    - Hire the director
    - Plan for the future
    - Monitor, evaluate the overall effectiveness of the library
        - This includes yourselves!
    - Advocate for the library and community

OFFICERS

- Elections
  - President
  - Vice President
  - Secretary
  - Treasurer

MEETINGS: BEST PRACTICES

- Attendance and preparedness
- Participation and cooperation
- Parliamentary rules and legal compliance
  - Open Door Law
    - Agenda, Minutes, and Reports

COMMITTEES

- Purpose
- Types
  - Standing vs. ad hoc
  - Committee of the whole
  - Executive Committee

DECISION-MAKING: BEST PRACTICES

- Ideal process:
  - Define the issue
  - Look at the information
  - Consider the alternatives
  - Seek assistance
  - Bounce it off your mission and long range plan
  - Project the consequences
  - Vote!

DIRECTOR'S JOB

- Employee of the board
- Implements plan and policies established by the board
- Attends board meetings
- Responsible for the day-to-day management
- Works directly with staff
- Reports back to the board

CHOOSING THE RIGHT DIRECTOR

- Leadership
- Communication skills
- Budget and finance know-how
- "Fit" with the current state of library
- Certification and hours to comply with Standards

STANDARDS!

But why?

LIBRARY CLASSES

- Class A – Libraries serving 40,000+
- Class B – Libraries serving 10,001-39,999
- Class C – Libraries serving 10,000 or fewer

CONTINUING EDUCATION

- Primary certification
- Library Education Units (LEUs)
  - Supported by long range plan

COMMUNICATIONS

- Phone number

  - Answering machine/voicemail, etc to provide operating hours of the library

- Means to provide copies to the public at each location

- Technology to transmit documents electronically or through phone lines (e.g. fax, scanner)

LIBRARY WEBSITE

- Must have: hours of operation, physical address(es), map for each fixed service location, phone number, and email address
  - Electronic resources provided free of charge to the citizens of Indiana by the state of Indiana (INSPIRE)
  - Public service policies (at minimum circulation policies, fees, and Internet use)
  - Online public access catalog
  - Calendar of events, programs, and board meetings updated monthly

COLLECTION EXPENDITURES

- Items purchased with operating funds and made available to patrons by the library for loan and reference, including:
    - Books
    - Audiovisual material
    - Electronic media devices
    - Databases8% of all funds
- Collection development plan

HOURS OF SERVICE

▸ Definitions:

  ▸ Evening hours – hours open after 5pm

  ▸ Weekend day – open at least 4 hours/day on Saturday OR Sunday

▸ **Class A Libraries**

  ▸ 55 hours/week

  ▸ 4 evening hours

  ▸ 1 weekend day

▸ **Class B Libraries**

  ▸ 40 hours/week

  ▸ 2 evening hours

  ▸ 1 weekend day

▸ **Class C Libraries** – 20 hours/week, 1 evening hour, 1 weekend day

PROGRAMS

▸ Definition includes technology, informational literacy, early literacy, children's programs, and cultural programming.

▸ Standard – Minimum of 12 programs/year regardless of population

PUBLIC ACCESS COMPUTERS AND WIRELESS

▸ For use of all persons, regardless of residency, per law and local policies

LIBRARY SERVICES
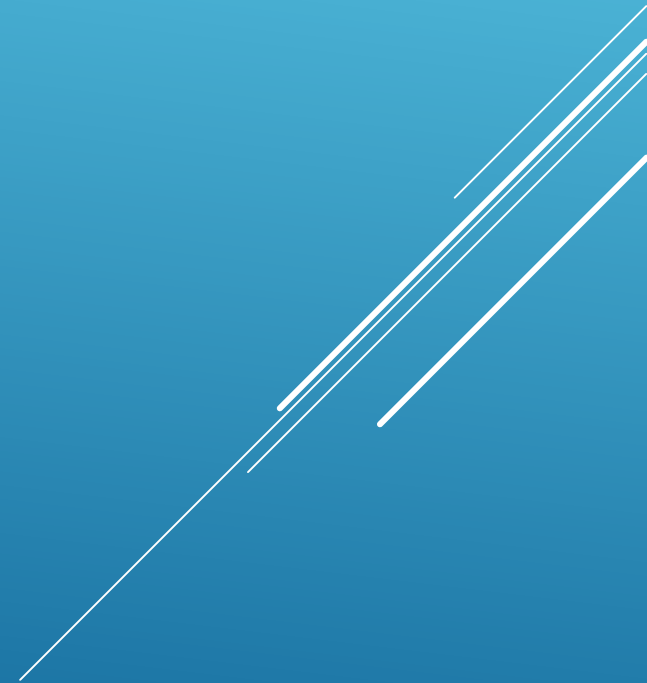
- The library shall provide the following minimum services in support of adults, young adults, and children:

  - Acquisition, organization, and loan of print, audiovisual, digital, and other collections.

  - Reference services, including knowledge of and access to reference materials, including inspire.in.gov

  - Space designated for each audience in each fixed location

LIBRARY LENDING

- Each public library shall lend materials through at least one of the following:

  - OCLC Resources Sharing, a regional or national consortium (i.e. Evergreen), statewide reciprocal borrowing program, or local reciprocal borrowing with at least 1 other public library district within the library district's count or an adjacent county

  - No charge to patrons (other than photocopy or postage costs)

  - No charge to other libraries (other than photocopy or postage costs)

  - Statewide delivery services is required with a minimum of 1 day of service/week per 2000 packages shipped and received a year, based on the previous year's volume

SPECIAL SERVICES

- Definition: library service for people who are blind, deaf, or physically disabled.

- Must provide access directly, or through ISL, to large print books, Braille books, audiobooks, and/or enhanced media to patrons who are unable to read regular print, because of a visual or physical disability

INTEGRATED LIBRARY SYSTEM

- Must have an integrated library system with an online public access catalog available on the library's website

- Used to track items owned, circulation, and patron records

- Purging patron files

COMPLIANCE WITH LAWS

- Indiana laws IC 36-12, IC 4-23-7, and others that affect municipal corporations

- Federal laws affecting employment practice

- Facilities must be in compliance with local, state, and federal building, health, and safety codes

- ADA compliance (including website)

LIBRARY BOARD BYLAWS

- Purpose of board and operational procedures
- Statements on:
  - Conflicts of interest
  - Nepotism
- Review every 3 years and file with ISL at the time of the Annual Report

LONG RANGE PLAN

- 3-5 year plan submitted (along with any updates/revisions) to ISL

- Minimum requirements:

  - Statement of community needs and goals

  - Assessment of facilities, services, technology, and operations

  - Measurable objectives and service responses

  - Ongoing annual evaluation process

  - Financial resources and sustainability

  - Equipment replacement schedule

  - Professional development strategy

  - Collaboration with other public libraries and community partners

REQUIRED POLICIES: PERSONNEL

- Schedule of classification

- Annual schedule of salaries

- Employment practices (including recruitment, selection, and appointment)

- Benefits and leaves

- Travel policy

- Moving expenses

COLLECTION DEVELOPMENT POLICY

- American Library Association
  - Library Bill of Rights
  - Freedom to Read
- Broad-based on providing materials for recreation, education, and information
  - All ages and all viewpoints

ACCESS POLICY

▶ Principles of Access

▶ Access will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation. The Library abides by the Americans with Disabilities Act and will endeavor to make reasonable accommodation to provide access to library materials for people with impairments.

▶ Rights of Library Users

  ▶ Responsibilities – circulation rules

INTERNET USE POLICY

- IC 36-12-1-12

  (c) The board of a public library shall adopt a policy concerning the appropriate use of the Internet or other computer network by library patrons in all areas of the library.

  (d) The board shall make the policy adopted under subsection (c) readily available to all library patrons.

  € The board of a public library shall annually review the policy adopted under subsection (c).

SBOA POLICIES

- Required:
  - Investments
  - Public Purchasing
  - Disaster Recovery Plan
  - Records Excepted from Disclosure

ANNUAL REPORT

- Deadline coincides with SBOA's Annual Financial Report – Due March 1

- If any standards have not been met, there is a chance to explain.

- If out of standards, may request a waiver.

- If unable to meet standards, must notify ISL.

- If any statements are falsified, may have to repay any funds received.

OUT OF STANDARDS

- Loss of funds
  - State technology grants
  - State E-rate consortium for internet connectivity
  - Subsidies on statewide services (e.g. InfoExpress)
  - PLAC distribution
  - Other state funds
  - LSTA grants

WAIVERS

- The Indiana Library and Historical Board may provide a temporary waiver, not to exceed 1 year at a time under the following conditions:

    - The library out of compliance with 1 or more standards.

    - The library submits an appeal to the ILHB seeking a waiver. Must include citation of unmet standard(s), reasons for non-compliance, and a plan for correction including a proposed timetable.

BEST PRACTICES: BOARD/STAFF

- Clear understanding
- Chain of Command
- Grievance Policy

BEST PRACTICES: LIABILITY

- ▶ Pay attention
- ▶ Know your policies
- ▶ Know the law
- ▶ Use common sense
- ▶ Seek legal counsel

BEST PRACTICES: ETHICS

- ▶ Public service
- ▶ The board should act as one
- ▶ The board should not interfere with the director
- ▶ Disclosure of conflicts of interest

ADDITIONAL RESOURCES

- State of Indiana
  - Indiana State Library (ISL)
  - Department of Local Government Finance (DLGF): Budget
  - State Board of Accounts (SBOA): Bookkeeping
  - Applicable State laws
- Indiana Library Federation (ILF)
- American Library Association (ALA)
  - United for Libraries

CONTACT US

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