

Latah County Library District Advisory Groups

DIRECTOR

- Library District Advisory Council (LDAC)
 - PURPOSE: To meet with the director quarterly to discuss and provide input to director on issues of concern to Library District.
 - MEMBERSHIP: Appointed by Friends groups in each community. If Friends do not appoint then the director will approach someone from the community to determine their interest in serving.

- Management Team
 - PURPOSE: To work closely with the director in formulating policy recommendations; developing procedures; developing budget; and other issues as arise
 - MEMBERSHIP: All managers sit on this team.

- Branch Supervisors
 - PURPOSE: To meet with the director quarterly to discuss issues of concern to the branches.
 - MEMBERSHIP: All supervisors sit on this team.

- Staff Meeting
 - PURPOSE: To meet with the director quarterly to discuss issues of concern to library staff.
 - MEMBERSHIP: All staff sits on this team.

- Staff Committee
 - PURPOSE: To meet with the director quarterly to discuss and provide input to director on issues of concern to library staff.
 - MEMBERSHIP: There will be one representative from Moscow circ;

BOARD COMMITTEES

A trustee chairs board committees. The director is a member of each committee. Appointments are for one year.

- **Finance** (chaired by John Hasko)
 - PURPOSE: To ~~monitor and~~ plan the finances of the Library System.
 - PLAN FUNDING:
 - ~~Oversee execution of the budget that Board approves. {Concern: that committee will micromanage; try to do director's job}~~
 - Establish alternate funding as necessary.
 - Develop long-range financial goals.
 - RECOMMEND MEMBERSHIP:
 - Staff –
 - Community – Judy Brown

- **Personnel** (chaired by Sylva Staab)
 - PURPOSE: Advise the Board on the appointment of a qualified Library Director and provide for an annual evaluation of the Director and salary review. The Director will report to the Board all other personnel appointments. Provides Director with a person to contact if she/he has a grievance with the Board.
 - RECOMMEND MEMBERSHIP
 - Board – Jennifer O’Laughlin
 - Staff – Business Manager (on-going, since serves as human resources contact)
 - Community – Necessary at times other when filling director position?

- **Policy** (chaired by ?)

Latah County Library District **Advisory Groups**

- PURPOSE: To develop and maintain a clear and concise set of guidelines enabling the Director to implement the Board's decisions.
 - DUTIES:
 - ~~Develop written~~Recommend policy ~~with to the~~ Board ~~for~~ approval in the following areas: Board By-Laws, personnel, collection development, operations, and programming.
 - Continue to evaluate and update the Policy.
 - Distribute the current Policy to the Board and the Director.
 - RECOMMEND MEMBERSHIP:
 - Board -
 - Staff -
 - Community -
- **Planning** (chaired by ?)
- PURPOSE: To develop a long range plan for the District and evaluate its implementation in the following areas: services, collections, personnel, finances, facilities, programming, and automation.
 - DUTIES:
 - Assess status of the Library District in relation to its mission statement and provide data supporting Library needs, utilizing citizen advice as necessary.
 - Develop statements of goals and objectives, identify priorities, estimate cost projections,
 - Set timetables, and recommend implementation responsibilities to the Board.
 - Provide for an annual evaluation process and present a report to the Board
 - RECOMMEND MEMBERSHIP:
 - Board -
 - Staff – John Pool
 - Community – Nancy Hepler