

City of Manson
LIBRARY BOARD OF TRUSTEES

(Administrative Board)

MISSION STATEMENT

Our library seeks to build knowledge, understanding, appreciation and wisdom in those it serves.

MEMBER ROLE

From the State Library of Iowa Trustee Handbook, the Library Board of Trustees has five primary roles:

1. Advocate for the library in the community and advocate for the community as a member of the library board. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community's needs and interests are paramount when making board decisions.
2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library's future and creating it to be responsive to what the community needs.
3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should. For example, the library boards is familiar with the library's budget - where the money is coming from and how it will be spent. The board monitors monthly financial reports and approves the bills so they can be paid. The board also helps determine whether the community is satisfied with the service received from the library.
4. Set library policies. The library board spends much of its time on policy issues - developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed, broadly stated, written guideline for actions and decision of the library.) Once adopted by the board, library staff carries out the policies on a day to day basis.
5. Hire and evaluate the library director. The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other's roles. The board also regularly evaluates the director to make sure the library operates well and in the best interest of those the library serves.

Please go to the next page for Nominee's Questionnaire.

NOMINEE'S QUESTIONNAIRE

1. What are your views on the importance of having a library in our community?
2. Do you believe that all library services should be offered free of charge or should there be reasonable fees for services offered?
3. What role do you feel Trustees and the Library Director should play in fundraising to support library operations?
4. As an administrative board, the Library Trustees have full operational and fiduciary responsibility managing the library; briefly describe your experience in the areas of personnel management, financial operations, litigation, business operation, and risk management.
5. Are you able to commit time to the monthly board meetings held every second Wednesday at 4:00pm? (Please provide detail.)

Signature

Date