

# WORKING TOGETHER FOR STRONGER LIBRARIES

Connecticut State Library

Connecticut Library Association

Friends of Connecticut Libraries

Association of Connecticut Library Boards



# Presenters

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# Overview of Roles



**Library  
Directors**  
**Operations  
Management**



**Library Boards**  
**Governance &  
Policy Making**



**Friends of  
Libraries**  
**Fundraising &  
Advocacy**

**Meeting the Communities Goals**

| Area of Responsibility        | Library Director   | Trustee   | Friend  |
|-------------------------------|--|---|---|
| <b>General Administrative</b> | Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups. | Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.  | Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library. |
| <b>Policy</b>                 | Apprise board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.  | Identify and adopt written policies to govern the operation and program of the library.   | Support the policies of the library as adopted by the library board.  |
| <b>Planning</b>               | Coordinate and implement a strategic plan with board, friends, staff and community.  | Ensure that the library has a strategic plan with implementation and evaluation components.   | Provide input into the library's strategic plan and support its implementation.   |
| <b>Fiscal</b>                 | Prepare an annual budget for the library in accordance with town charter.  | Seek adequate funds to carry out library operations; Assist in the preparation and presentation of the annual budget in accordance with town charter. | Conduct fund raising to support the library's mission and plans.  |
| <b>Advocacy</b>               | Promote the mission of the library within the community. Educate the board, Friends and community regarding local, state and federal issues which impact the library.  | Promote the mission of the library within the community. Advocate for the library to legislators.   | Promote the mission of the library within the community. Advocate for the library to legislators.                             |
| <b>Meetings</b>               | Participate in board and Friends meetings and ensure that there is a liaison from the board to the Friends and vice versa.   | Participate in all board meetings. Appoint a liaison to the Friends board and become a member of the Friends.   | Maintain a liaison to the board of trustees.  |
| <b>Networking</b>             | Encourage board and Friends to join state and national professional organizations and make them aware of educational opportunities.  | Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.                                 | Join the Friends of Connecticut Libraries as a resource to better support the library.  |

# The Issue: Conflict of Interest

- Local government cuts library's book budget by \$50,000.
- Should a board member who is also Treasurer of the Friends promise that the Friends will fund the difference?

# Who Does What?

## Conflict of Interest

### Library Director /Staff

- Policy:  
Recommends that Board & Friends develop of Conflict of Interest policy.
- Meeting:  
Recommend that Board and Friends appoint a liaison to each other who is not an officer in respective group.

### Library Board

- Policy: Develop and adopt a Conflict of Interest Policy and support Friend's policy
- Meeting: appoints a liaison to Friends who is not an officer of the Friends.

### Friends of the Library

- Policy: Develop and adopt a Conflict of Interest Policy and support Board's policy.
- Meeting: appoint a liaison to the Board who is not an officer of the Board.

# The Issue: Using Volunteers

- ▣ A small (town) library expanded the library which rapidly increased patronage that was not matched by an increase in staffing.
- ▣ Could the Library use volunteers at the circulation desk?

# Who Does What? Using Volunteers

## Library Director /Staff

- **Administrative:** Overview training and provide staff backup.
- **Policy:** Draft policy including instructions for volunteers.
- **Planning:** Report the number of volunteer hours to Board and Friends.

## Library Board

- **Policy:** Evaluate and approve volunteer and training policy.
- **Fiscal:** Ask town officials for additional funding to increase staff.

## Friends of the Library

- **Administrative:** Help recruit volunteers.
- **Advocacy:** Support Board in their efforts to obtain additional resources.



# The Issue: Capital Funding

- ▣ The Library needs to repair the roof and renovate an old part of the Library which is now used for storage which will give the Library more useable space.
- ▣ How will this project be funded?

# Who Does What? Capital Funding

## Library Director /Staff

- **Planning**: Determine the needs and extent of renovations.
- **Meetings**: Arrange meetings with Architects , contractors and building committee.
- **Fiscal**: Makes initial budget determination.
- **Advocacy**: Work with Board and Friends on Fundraising.

## Library Board

- **Planning**: Evaluate and approve plans for renovation.
- **Advocacy** & **Networking**: Meet with town officials to establish process and support for building project.
- **Fiscal**: Develop and execute Capital Campaign Plan with assistance of Library Director and Friends.

## Friends of the Library

- **Fiscal**: Assist with Capital Campaign Fundraising.
- **Advocacy**: Provide support at town meeting as necessary.

Q & A