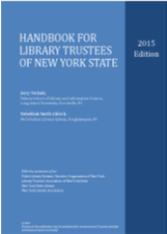


NYS Trustee Handbook  
**New & Improved**  
SINCE 2015

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& Coordinator for Library Sustainability, Mid-Hudson Library System

## What's New?

- Regulations
- Sustainable Thinking
- Perception



**Online:** <http://www.nysl.nysed.gov/libdev/trustees/handbook/>  
**Print:** @your public library system

# Trustee = Trust



## Working Together

### Working Together: Roles and Responsibilities Guidelines

Responsibilities of	Library Director	Library Board	Friends
<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 library 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 library 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 library board, Friends and community regarding local, state and federal issues that 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 library board and Friends meetings. 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 library board.

# Inspire Investment

- ✓ Good Will
- ✓ Volunteerism
- ✓ Funding

## Transparency & Accountability

- **NYS Open Meetings Law**
  - Committees
  - Documents for Discussion
- Independent **Treasurer**
- Updated **List of Policies**
- **Civil Service 101**
- **Audits & Control of Funds**

Office of the NEW YORK  
**STATE COMPTROLLER**

NYS Comptroller  
THOMAS P. DINAPOLI

Local Government | State Employees & Retirees | State Agencies | State Vendors | New Yorkers

Training

Property Tax Cap

Audits of Local Governments

**Fiscal Monitoring**  
Local government officials, policy makers and citizens can access information about the financial condition of municipalities and school districts, and find resources to help combat fiscal stress.

**Issues in Fiscal Stress, By Class**

Class	2012	2013	2014
County	18 (28.1%)	10 (17.0%)	12 (21.1%)
City	5 (11.6%)	7 (15.9%)	11 (25.0%)
Town	18 (1.9%)	17 (1.8%)	21 (2.3%)

## “Top 5”

- **The claims audit process:**  
Does the board review and approve every bill?
- **Cash handling procedures:**  
Are there viable segregation of duties procedures in place?
- **Purchasing/procurement policy:**  
Are there written procedures in place even for purchases under the threshold for bidding under NYS General Municipal Law?
- **Credit card policy:**  
Who may use credit cards for what specific purposes?
- **IT security:** Is your business and banking data safe?

“...create a library for your community that will **not just survive, but thrive**. ... incorporate the **core value of sustainability**. ...creating an **enduring institution and facility** that will be **viable, vital and visible** for generations to come.”



# Sustainable Thinking

*Sustainable thinking **aligns** a library's core values and resources with the local and global community's **right to endure**, **bounce back from disruption** and to thrive by bringing **new and energetic life** to fruition **through choices made in all areas** of library operations and outreach.*



## Simple Planning Outline

1. Develop a board vision.
2. Assessment.
- 3. Gather input from your community.**
4. Analyze what you have learned.
5. Assess your library's capacity to move forward.



## Facilities for the Future

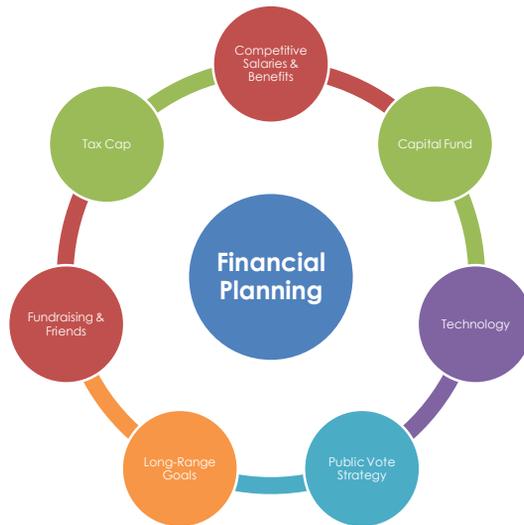
- ✓ Accessible
- ✓ Safe
- ✓ Sustainable
- ✓ Resilient



# Technology



# Financial Planning

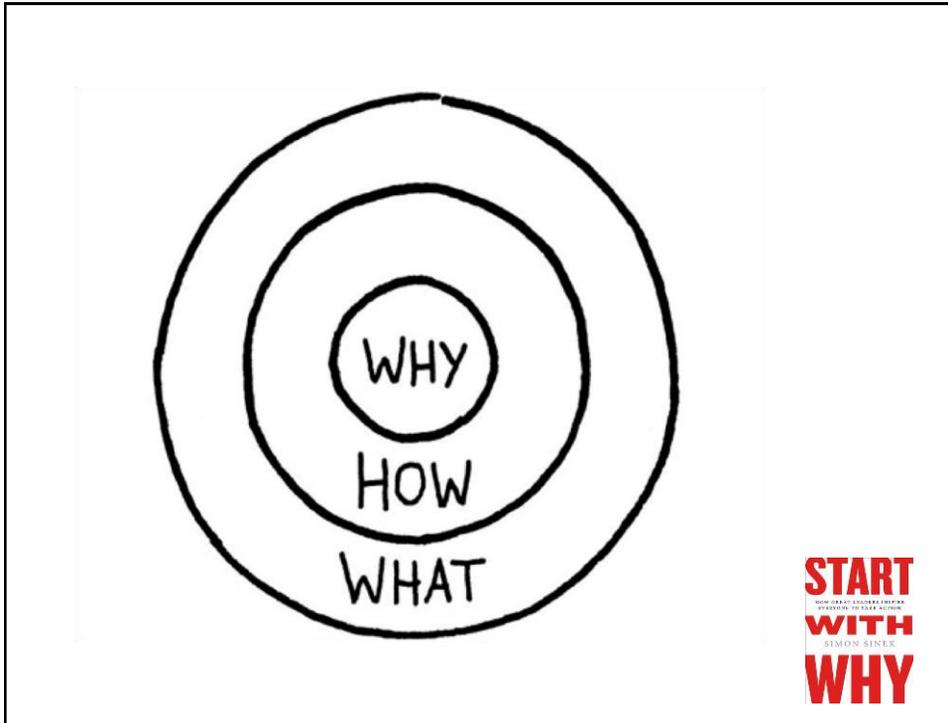


# Board Development

*“Deliberate Development”*

- ✓ Education
- ✓ Self-Assessment
- ✓ Active Recruitment





## Core Values

- ✓ Access
- ✓ Confidentiality/Privacy
- ✓ Democracy
- ✓ Diversity
- ✓ Education and Lifelong Learning
- ✓ Intellectual Freedom
- ✓ Preservation
- ✓ The Public Good
- ✓ Professionalism
- ✓ Service
- ✓ Social Responsibility

*Core Values of Librarianship, American Library Association*

What's  
your  
**WHY?**

Our **future** will be  
**shaped** by the  
**choices** we make  
**today.**

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 @Rebekkah

 SustainableLibraries

Thank You