

# **STANISLAUS COUNTY LIBRARY ADVISORY BOARD**

## **Job Description**

### ***Importance of the Position***

The Library Advisory Board advises the Stanislaus County Board of Supervisors on matters pertaining to the county library system. The Library Advisory Board works in cooperation with the County Librarian.

### ***Appointment***

Five Library Advisory Board members are appointed by the Stanislaus County Board of Supervisors from each supervisorial district. All members report to the Board of Supervisors and serve a three-year term. Members may be reappointed for one additional consecutive term.

Four at-large members representing agriculture, education, business, and youth are voted upon by the appointed members and do not represent supervisorial districts.

### ***Responsibilities***

- Attend regular board meetings, trainings, and retreats, in an effort to understand the functions of the Stanislaus County Library, as well as issues and challenges facing libraries in general.
- Read materials and board packets in advance, ask questions, make informed recommendations, and seek clarification.
- Disclose potential conflicts of interest.
- Become familiar with the legal and regulatory environment that governs the library and the Library Advisory Board operations, including the Brown Act, Americans with Disabilities Act (ADA), confidentiality laws, Freedom to Read, and Library Bill of Rights.
- Gain familiarity with the budget.
- Participate in the long-range planning process for the library to ensure that the needs of all segments of the community are assessed and considered.

- Act as an advocate for legislation and funding which will help to meet the identified needs of the community and the library.
- Advocate for the library by directly contacting a member of the Stanislaus County Board of Supervisors each year.
- Assist in the recruitment of new Library Advisory Board members and provide existing board members with opportunities to grow as leaders.
- Support the mission of the library: ***The library fosters the love of reading and opens the door to knowledge***

### ***Training Provided***

- Library Advisory Board orientation notebook with ongoing updates
- Behind-the-scenes tour of the library
- Book: *Trustee Toolkit for Library Leadership*
- Personal meeting with the County Librarian

### ***Time Commitment***

- Quarterly Library Advisory Board and committee meetings, training, and planning events
- Reading and preparation for meetings (approximately six hours per month)