

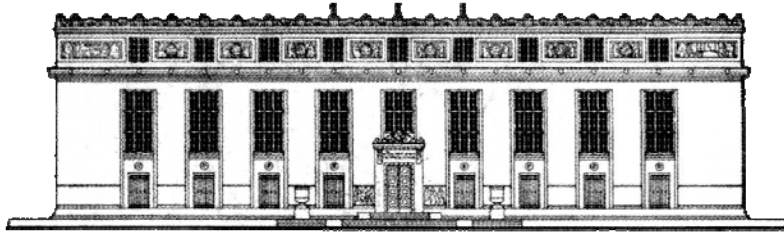


***IN The
Public Trust
2014***

A Reference Manual for
Indiana Public Library
Board Members

by Dan Cain

With the editorial assistance of:
Indiana State Library
and the
IN The Public Trust
Committee



IN The Public Trust is produced by the Indiana State Library, Library Development Office.

Jacob Speer, State Librarian

Wendy Knapp, Associate Director for Statewide Services

Steven Schmidt, Library Development Department Supervisor

Karen Ainslie, Public Library Consultant

Jennifer Clifton, Public Library Consultant

The original edition of IN The Public Trust was created in 1993 by the members of the IN The Public Trust Committee, Emily Bunyan, Carol Derner, Jan Gillespie, Sara Laughlin, Sarah W. Otte, Sandy Sawyer, Faye Terry, and Sharon Wiseman., thanks to a grant from LSCA, Title I.

We also thank the following people and agencies who contributed to the creation of this manual.

- *Cain Consulting Group*
- *James Cline*
- *Marilyn Hite*
- *Dave Horton*
- *Indiana Library Trustee Association*
- *Indiana State Board of Accounts*
- *Indiana State Library*
- *Indiana State Library, Library Development Office*
- *Martha J. Ringel*
- *Barbara Topp*
- *Jana Whitesel*

Reviewed, October 2014

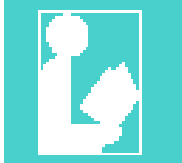


Table of Contents

Chapter 1: Take Time to Learn the Job	5
Chapter 2: The Board Member's Job Description.	11
- Governance	
- Hiring a Director	
- Planning	
- Monitoring & Evaluating	
- Advocacy	
- Board Self-Evaluation	
Chapter 3: The Board Develops Policy.	23
Chapter 4: The Director's Job Description.	31
Chapter 5: The Board Plans.	35
- Long-Range Planning	
- Plan for Planning	
Chapter 6: The Board/Staff Relationship.	41
- Chain of Command	
- Board/Staff Relationship	
Chapter 7: Funding the Library.	45
- Revenue from Tax Sources	
- State and Federal Funds	
- Miscellaneous Revenue	
- PLAC	
- Charitable Fundraising	
- LCPF	
- Bond Issues	
Chapter 8: Library Budget and Finance.	53
- Fund Accounts	
- Classification	
- Schedule	
- Accounting System	
- Finance Terms	

Chapter 9: Officers of the Library Board.	61
- President	
- Vice President	
- Secretary	
- Treasurer	
Chapter 10: Board Meetings.	65
- Parliamentary Procedures	
- Agenda	
- Minutes	
- Reports	
- Motions/Voting	
- Open Door Law	
- Board Meeting Evaluation	
Chapter 11: The Decision-Making Process.	77
Chapter 12: Committees.	81
Chapter 13: Managing Liability as a Board Member.	85
Chapter 14: Board Member Ethics.	87
Chapter 15: Library Organizations.	91
- Indiana Library and Historical Department	
- Indiana Library Federation (ILF)	
- Indiana Library Trustee Association (ILTA)	
- American Library Association (ALA)	
- United for Libraries: The Association of Library Trustees, Advocates, Friends, and Foundations	
- Friends of the Library	
- Friends of Indiana Libraries (FOIL)	
Chapter 16: Appendix.	95
- Acronyms	
- Indiana Library Laws	