



alachua county
library district

...thinking outside the book

**Alachua County Library District
Administration**

401 East University Avenue
Gainesville, FL 32601-5453
(352) 334-3910 FAX (352) 334-3918
www.aclib.us

January 25, 2012

**FROM: Shaney T. Livingston
Library Director**

SUBJECT: Alachua County Library District Board of Trustees Application Packet

The Alachua County Library District Governing Board encourages all interested citizens to apply for two vacancies, effective March 31, 2012, on the Alachua County Library District Board of Trustees. Applications must be signed and mailed or delivered to Headquarters Library Administration by 5:00 pm, Friday, February 10, 2012.

The Library Board of Trustees is a citizen volunteer board which is part of the Library District governing structure. The seven citizens who serve as Board of Trustees members are appointed by the Governing Board. The Board of Trustees is made up of three Alachua County representatives, three City of Gainesville representatives and one Alachua County League of Cities representative.

Board of Trustees members serve three-year terms. No member shall serve more than two full terms consecutively. All vacancies are advertised prior to the end of each three-year term. The upcoming vacancies are: **one Alachua County representative and one City of Gainesville representative.** After applications are received, nominations for vacancies are made by the above-listed entities and submitted to the Library District Governing Board for appointment. Please note: no elected official of any county or municipality may serve on the Board of Trustees during the term of their elected office.

Responsibilities include developing recommendations as to policy, budget, and plans for the Library District, reporting at meetings on matters that may affect the District, responding to requests by the Governing Board for various recommendations, reporting information about Library issues, and listening to and responding to citizens who have questions relating to the Library District and libraries in general. In addition, each Trustee is asked to serve on at least one of the following standing committees: Legislative, Pension Advisory, Foundation, or Friends of the Library Liaison. The Board of Trustees meets once a month. The average amount of time required to serve is 12-14 hours per month.

Citizens wishing to be considered for appointment by the Governing Board may obtain an application by contacting the Alachua County Library District Administration Office at 352/334-3910. Applications are also available at each Branch Library and online at www.aclib.us.

Applications must be returned to the Administration Office, Alachua County Library District, 401 E. University Avenue, Gainesville, FL 32601, by 5:00 PM, on Friday, February 10, 2012.



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RETURN THIS APPLICATION TO:

**Alachua County Library District
Administration Office
401 E University Avenue
Gainesville, FL 32601-5453
(352) 334-3910
TDD (352) 334-3904**

Please specify which entity you wish to be appointed to represent (check one of the following):

City of Gainesville: Alachua County: *League of Cities: N/A

Do you reside within the Corporate Limits of the City of Gainesville? Yes No. If yes, would you like to also be considered for the Alachua County vacancy? Yes No.

Do you reside within Alachua County? Yes No.

	Last	First	Middle
NAME:			
ADDRESS:			
CITY:	Florida	ZIP CODE	
TELEPHONE:	(Home)	(Business)	(Email address)

OCCUPATION/POSITION:			
EMPLOYER:			
ADDRESS OF EMPLOYER:			
CITY:	Florida	ZIP CODE	

Training/experience:

What contributions do you feel you could make to the Board of Trustees if you are selected?

*The Alachua County League of Cities (ACLOC) is made up of elected representatives from each municipality in Alachua County. An ACLOC appointee was added to the Board of Trustees primarily to insure a voice for the small municipalities in Alachua County.

EDUCATIONAL BACKGROUND

	Date of Graduation	Degree
College/Higher Education		
High School		

CIVIC/PROFESSIONAL ORGANIZATIONS

(include participation in previous boards and committees)

REFERENCES

NAME	PHONE	BUSINESS/ OCCUPATION	ADDRESS

If you have any additional information, such as a resume, please attach.

Are you willing to attend meetings in accordance with the bylaws of the Board of Trustees (see the attached Board of Trustees Bylaws and Board of Trustees Position Description)? Yes No.

According to the State of Florida, Commission on Ethics, persons appointed to this board will need to fill out a Financial Disclosure Statement. Would you be willing to file the required financial statement? Yes No. If you have any questions about this law, please call the Administration Office of the Alachua County Library District at 352/334-3910.

Signature	Date
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**BYLAWS
OF THE ALACHUA COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
OF ALACHUA COUNTY, FLORIDA**

ARTICLE I.

Name

The name of this Board shall be the Alachua County Library District Board of Trustees.

ARTICLE II.

Purpose

The Board of Trustees shall carry out the duties and responsibilities set forth in Chapter 98-502, Laws of Florida, as amended by Chapter 03-375, Laws of Florida.

ARTICLE III.

Membership

The Board of Trustees shall consist of the members appointed by the Governing Board in the manner set forth in Chapter 98-502, Laws of Florida, as amended by Chapter 03-375, Laws of Florida.

ARTICLE IV.

Officers

- Section 1. The Officers shall be Chairperson and Vice Chairperson.
- Section 2. The duties of the officers shall be: Chairperson will preside at all meetings. The Vice Chairperson will preside when the Chairperson is absent.
- Section 3. The minutes shall be taken by a staff person of the Alachua County Library District.
- Section 4. Terms of officers shall run from April 1 to March 31. Nominations shall be made from the floor at the regularly scheduled April meeting. The officers shall be elected at this meeting by a simple majority of votes and will assume office at the meeting at which they are elected.

ARTICLE V.

- Section 1. Regular meetings shall be held monthly. The Chairperson may call special meetings by giving 48 hours notice through the office of the Library Director.
- Section 2. Members shall attend all regularly scheduled meetings. Members who are unable to attend a meeting are expected to give 48 hours notice to the Library Director. The Chairperson or Vice Chairperson may direct the Library Director to notify a member who

fails to attend regularly scheduled meetings that said member is not meeting attendance requirements. The Chairperson or Vice-Chairperson may then notify the Governing Board.

ARTICLE VI.

Committees

- Section 1. The Chairperson is empowered to establish such Committees as are deemed necessary to carry out the business of the Board.
- Section 2. The Chairperson shall appoint Trustees to other Library Boards and Committees where Trustee representation has been authorized by these Boards or Committees.
- Section 3. The Chairperson of the Board is empowered to appoint Trustees to serve as liaison between the Trustees and other organizations which have relationships and possible impacts on the Alachua County Library District.

ARTICLE VII.

Parliamentary Authority

This Board shall operate under the authority of the newly revised Robert's RULES OF ORDER.

ARTICLE VIII.

Amendment of Bylaws

Bylaws may be amended in two steps: 1) By proposals given to the Board at a preceding meeting. 2) By adopting the measures by an affirmative vote of four members.

Adopted by Board of Trustees, April 24, 1986

Amended:

May 20, 1987
April 20, 1988
August 16, 1989
December 20, 1989
May 16, 1990
June 19, 1991
June 19, 1996
June 17, 2009

**ALACHUA COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
POSITION DESCRIPTION**

POSITION: Trustee of the Alachua County Library District, an independent county-wide government entity with its own tax-supported revenues.

The Library Board of Trustees is a citizen volunteer board which is part of the governing structure of the Library District. The seven citizens who serve as members of the Board of Trustees are appointed by the Library's Governing Board. The Board of Trustees is made up of three Alachua County representatives, three City of Gainesville representatives and one Alachua County League of Cities representative. After applications are received, nominations are made by the appropriate entity. Nominations are then submitted to the Library District Governing Board for appointment.

Responsibilities include developing recommendations as to policy, budget and plans for the Library District, reporting at meetings on matters that may affect the District, responding to requests by the Governing Board for various recommendations, reporting information about Library issues, and listening to and responding to citizens who have questions relating to the Library District and libraries in general. Each Trustee is asked to serve on at least one of the following standing committees: Legislative, Pension Advisory, Foundation Liaison, and Friends of the Library Liaison. The Library Board of Trustees meets once a month. The average amount of time required to serve is 12-14 hours per month.

QUALIFICATIONS

Citizen who resides in Alachua County with a genuine:

- Interest in public libraries.
- Conviction that public libraries are an essential component of the democratic way of life.
- Belief in the freedom of all citizens to have access to the library materials of their choice.
- Willingness to become informed about libraries at local, state, and national levels through regular attendance at scheduled meetings, through reading pertinent materials, and through participation in workshops and conventions.
- Desire to work with staff, the Governing Board, and citizens in providing the highest level of library service feasible to citizens of Alachua County.

ORGANIZATIONAL RELATIONSHIPS

The unique governing structure of the Library District requires that Trustees understand their position in relationship to the Library Director and staff, to the Governing Board, and to the citizens.

LIBRARY DIRECTOR: The Trustees meet as a full Board once a month in public session with the Library Director and staff. Trustees also meet in committees with a staff member attending. With the Director and staff, Trustees develop recommendations as to policy, budget, and plans for the Library District. The Director is responsible for implementation, and for directing the day-to-day activities of the District. The Director brings to the attention of the Trustees matters that require action and provides Trustees with pertinent information for the purpose of decision-making. Trustees individually or as a group report at the meetings on matters that may affect the District.

GOVERNING BOARD: After developing recommendations, the Trustees forward these to the Governing Board for final approval. These recommendations are made by a Trustee at the regular Governing Board meetings. Trustees respond to requests by the Governing Board for recommendations and report information about Library related to issues.

CITIZENS: As citizen representatives, Trustees have the obligation to listen to and respond to citizens who have questions related to the Library District and libraries in general. Frequently, Trustees act as the source of information in community groups, including speaking and writing about matters related to the District and libraries in general.

SPECIFIC FUNCTIONS

With staff, develop recommendations in the following areas:

- Policies and rules including, but not limited to, personnel, collection management, censorship.
- Goals, objectives, and strategies for the Long Range Facilities and Service Plan.
- Annual budget and request to the Governing Board for appropriation of funds.

As a Board:

- Consider carefully the reports of the Library Director as to the operation of the District, visit the libraries, and take other actions necessary to be aware that the District is being operated in accordance with policies, in line with the funds appropriated, and in accordance with the Long Range Plan.
- Participates in promotion of the Library and library service at local, state, and national levels.
- Work to secure funding in addition to local tax revenue to carry out library programs and to meet objectives and goals.
- Affiliate with professional organizations, and travel to regional, state, and national trustee meetings and workshops.
- Be knowledgeable about the library system and the community in order to assist staff in determining the library service needs of the Alachua County community and establish priorities for that service.
- Prepare annual performance review recommendation of the Library Director, for the Governing Board.
- Submit three names from which the Governing Board will appoint a Library Director.

For more information about the Alachua County Library District Board of Trustees or an application, contact the Library District Administration Office at 352/334-3910 or TDD 352/334-3904.