

Announcement for Library Advisory Board Vacancy

Yolo County is seeking to fill **1 vacant position** on the Yolo County Library Advisory Board representing County Supervisorial District 2.

- One position for an unanticipated vacancy, 18-month term beginning immediately and expiring on January 31, 2016. The incumbent may be reappointed dependent on supervisor determination.

This board advises the Board of Supervisors and the County Librarian and reviews library services and facilities. It studies and reviews plans and programs for the long-term development of county libraries.

We are recruiting a board member to become intentional and focused advocates for their community library. Board members become community ambassadors to further raise the profile of our libraries and the crucial services they provide. A full orientation and training will be provided. To be qualified, an individual must live within District 2 which includes Central, East and West Davis and the City of Winters. They should be collaborative and engaged leaders, interested in representing the diversity of District and County residents.

Application and information packets are available at the Mary L. Stephens Davis Branch Library, 315 E. 14th Street, Davis, CA or available at the Yolo County Library website: www.yolocountylibrary.org

For questions regarding this vacancy, you may contact: Patty Wong, County Librarian. Phone: (530) 666-8002 or Elizabeth Gray, Assistant County Librarian Phone: (530) 757-5595. Or, you may direct any suggestions for nominations to Supervisor Don Saylor, District 2: (530) 757-5557 or don.saylor@yolocounty.org

Application deadline is June 16, 2014 (postmarked by this date is acceptable). Please submit applications to: Patty Wong, County Librarian, Yolo County Library, 226 Buckeye Street, Woodland, CA 95695 or email to patty.wong@yolocounty.org

Current Vacancy Information:

Yolo County is seeking to fill **1 vacant position** on the Yolo County Library Advisory Board representing County Supervisorial District 2.

- One position for an unanticipated vacancy, 18-month term beginning immediately and expiring on January 31, 2016. The incumbent may be reappointed dependent on supervisor determination.

General Description:

The Yolo County Library Advisory Board advises the Board of Supervisors and the County Librarian and reviews library services and facilities. It studies and reviews plans and programs for the long-term development of county libraries.

Composition of the Board:

The Yolo County Library Advisory Board is comprised of eight (8) appointed members as follows:

Five rotating member, one selected from each supervisorial district and appointed by the Board of Supervisors. Three permanent member agencies, the cities of Winters, Davis, and West Sacramento, which shall be the appointing authorities for their representatives.

Term of Office: 4 year terms; commencing February 1. Appointment to unexpired terms may be for shorter periods.

Qualifications and Expectations of Board Members:

- Board members should have a commitment to the principle and philosophy of the tax-supported public library.
- Board members should support the mission of the Yolo County Library: ***The Yolo County Library provides access for all to books, informational technology and other media to inform, entertain and inspire. We connect people and ideas.***
- Board members should be able to exhibit experience or demonstrated interest in community affairs through civic involvement and participation.
- Board members should expect to attend all bi-monthly meetings.
- Board members serve as volunteers without compensation.

Time and Place of Meetings:

Regular meetings are held the second Wednesday of the month at 7:00 p.m. Board meetings rotate among Central Services and the Branch Libraries. The schedule for 2014-2015 is:

Compensation:

Board members serve as volunteers without compensation.

Equal Employment Opportunity, Diversity, and Non-Discrimination: The Yolo County Library is an equal opportunity organization that strives to diversify its volunteer boards. Qualified candidates are encouraged to apply. Discrimination is prohibited in all programs, activities, services, and employment. Persons shall not be excluded on the basis of race, color, national origin, creed, religion, sex, age, marital status, or disability.

Information and Assistance

Application and information are available on the Yolo County Library website.

For further information about the vacant board member position, please contact:
Patty Wong, County Librarian at (530) 666-8002 or at patty.wong@yolocounty.org

For further information about the application process, including assistance in completing the application because of a disability, please contact:

Application deadline is June 16, 2014. (Postmarked by June 16, 2014 is okay)

Please submit applications no later than June 16, 2014 to Patty Wong, County Librarian, Yolo County Library, 226 Buckeye Street, Woodland, CA 95695 or email to patty.wong@yolocounty.org

Applications may be mailed or emailed.

Welcome and thank you for your interest in joining the Yolo County Library Advisory Board

This is an advisory, not governing, Board. The Yolo County Board of Supervisors is responsible for policies and governance of our organization. The Yolo County Library Advisory Board advise the Board of Supervisors and the County Librarian. Staff is responsible for the day to day operations of our 8 branch and satellite libraries, Central Services, 211 Yolo, YoloReads and the Yolo County Archives and Records Center,

Yolo County Library Advisory Board members:

- **Bring community insight regarding service needs.** Board members with ties to community groups are crucial to keeping us informed about community needs. For example, you might share information about a small business that needs assistance with demographic information. Or you might learn about a community trend for which the library can provide a program.
- **Participate in library events, including outreach into the community.** As an active community member, it is vital that the public see you supporting the Library.
- **Understand and promote the concepts of public library service.** Board members may be asked to attend service group meetings (with library staff) and talk about the value of public libraries.
- **Share their stories.** Word of mouth is the best support for a library. Be willing to tell your library stories whenever possible—at a meeting, while staffing a booth at local event or festival, in line at the grocery store, etc. Tell neighbors, colleagues and family about the value of public libraries in times of political/financial need.
- **Provide feedback on specific library issues.** Participate in discussion of service priorities, or give an opinion on a new initiative, assist in recruitment and selection of key lead staff.

Learning opportunities for Advisory Board members:

- Upon appointment, the County Librarian will provide an orientation, including a tour of the library and introductions to staff.
- Each Board meeting has an opportunity for sharing community information or educational topic on the agenda, designed so that you can take the knowledge out to your community.
- Board members are active working participants on community engagement sub-committees: Little Free Libraries, Finance Committee, Legislative Committee, Liaison to Friends.

Responsibilities:

- Attend regular board meetings, trainings and retreats, in an effort to understand the functions of the Yolo County Library, as well as issues, challenges and future opportunities for libraries and the field.
- Read materials and board packets in advance, ask questions, make informed recommendations, and seek clarification.
- 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, confidentiality laws, Freedom to Read, the Library Bill of Rights, and the Declaration for the Right to Libraries.
- 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 Yolo County community and the Library.
- Advocate for the Library by directly contacting a member of the Yolo County Board of Supervisors and/or elected representatives of their respective cities each year.
- Assist in the recruitment of new Library Advisory Board members and provide existing board members with opportunities to grow as leaders.

Training:

- Library Advisory Board orientation handbook – Yolo County Library 101- with ongoing updates
- Behind-the-scenes tour of Central Services, Yolo County Archives and Records Center, all eight branch and satellite libraries
- Book: *Trustee Toolkit for Library Leadership*
- Personal meeting(s) with the County Librarian
- Library Advisory Board buddy system

Time Commitment:

- Bimonthly Library Advisory Board and committee meetings, training and planning events
- Reading and preparation for meetings (approximately 4-6 hours/month)