



Eastern Lancaster County Library
Board of Trustees
Recruitment Packet and Job Description



ELANCO Library

Eastern Lancaster County Library
New Holland, PA

11 Chestnut Drive
New Holland, PA 17557
(717) 354-0525

www.elancolibrary.org

About the Library

The New Holland Business and Professional Women's Club established the New Holland Library in 1933. At that time, reading material was available only one evening a week in a room in the elementary school. When the first librarian was hired in 1965, the library was housed in one small room of what was then the New Holland Borough Hall. There it remained until the present building was built in June of 1997, and at about that same time the name was changed to the Eastern Lancaster County Library to better represent the nature of the institution. The intervening years have seen a dramatic increase in programming and service offerings.

Open Monday through Saturday, the Eastern Lancaster County Library serves the approximately 25,500 residents of our assigned service area in the communities of Caernarvon Township, Earl Township, East Earl Township, New Holland Borough, and Terre Hill Borough. We aspire to be a community center aiding in the creation of a stronger, healthier community and civil society.

Governance and Funding

The library is a 501 (c)(3) tax-exempt non-profit public benefit corporation and is governed by a nine-member Board of Trustees. (The PA Library Code uses the term "Board of Library Directors", but since our founding we have used the term "Trustees".) Trustees are appointed and serve a three-year term with a two-term limit.

Pennsylvania public libraries are regulated by the PA Department of Education's Office of Commonwealth Libraries.

The library is part of the Library System of Lancaster County which is a federated system with 14 member libraries. The Library System provides countywide services and cooperative programs to assist member libraries in meeting the needs of their residents. These services include technology support including local and wide area network servers for managing telecommunications, web hosting, email, calendars, circulation, public internet access, collective purchasing, managing the catalog database, subscriptions to database and online homework help research services, and continuing education training for library staff members.

The Commonwealth, county and local municipalities provide about 36% of the funding needed to operate the library with the remaining 64% to be raised by the library.

Management and Staffing

The library employs just two full-time staff members: the Library Director (Executive Director) and the Assistant Director. Additional staff include nine part-time library assistants and a part-time Controller.

Our Mission

The mission of the ELANCO Library is to educate, empower, enlighten, enrich and entertain.

Our Vision

The vision of the ELANCO Library is to be a highly valued, inclusive community resource for education, empowerment, enlightenment, enrichment and entertainment.

The Board of Trustees' Responsibilities

Organization

- Work with the Executive Director to create a strategic direction for the library and to set short- and long-term goals.
- Ascertain that the financial structure of the library is adequate for its current needs and for the implementation of the Library Strategic Plan by approving the library's annual budget.

- Initiate and support fundraising efforts. Identify potential funding sources and serve as an ambassador in securing organizational funding.
- Assure that management continuity is properly provided.

Operations

- Provide candid and constructive criticism, advice and comments to the Board President and other members of the Board of Trustees, and the Executive Director.
- Approve major actions of the library, such as capital expenditures, and projects over authorized limits, and major changes in programs, services, office location, etc.
- Review monthly and annual financial results for the organization and ensure that reports are accurate and in accordance with accepted accounting principles.
- Verify that management has established appropriate policies for the operation of the library and is diligently overseeing the enforcement of those policies.
- Review compliance with relevant laws affecting the library.
- Approve independent auditors.
- Annually evaluate the performance and compensation of the Executive Director.
- Carry out Board responsibilities as identified in the Strategic Plan.

Other Board Member Responsibilities

- Assure that the Board of Trustees and its committees are adequately and currently informed through reports and other methods.
- Annually, participate in reviewing the performance of the Board of Trustees and take steps to improve its performance.
- Assure that published reports properly reflect operating results and the financial condition of the library.
- Identify candidates and determine the eligibility of candidates for the nomination of officers and directors for the Board.
- Attend all Board meetings, prepared to further the success of the library and to support the library's mission statement and goals.
- Work on standing committees as assigned and on an as needed basis providing advice, encouragement, and voice for the committees to the Board.
- Identify and nominate candidates to Board leadership positions and to standing committee when vacancies occur.
- Accept special assignments designated by the board President.
- Remain current on the activities of the library by following its publications (includes electronic, print and virtual), issues and interests.
- Remain current on issues affecting the local nonprofit sector as it relates to the mission of the library, its members, and the community at large.
- Inform the Board and stay proactive in helping position the library to enhance its funding sources.
- Represent your municipality if appointed.
- Accept inclusion as an automatic member of "The Friends of the Library" group.
- Act as a role model, change agent and professional exemplar.

Time Commitment

- A three-year term (up to three consecutive terms).
- Monthly Board meeting (third Wednesday of each month from 7-9pm).
- Monthly committee meetings as called by the committee chair.
- Special meetings as required.

Requirements of Board of Trustee Candidates

The library is seeking a diverse group of professionals and community leaders who will bring access and influence to the ELANCO Library. Each Trustee is expected to use his/her access and influence to support the growth and development of the organization. Trustee candidates must have a commitment to quality public libraries in the broadest sense, and a strong desire to make a difference in the lives of people and our community. They must also be committed to supporting the library in making the Board of Trustees truly representative and inclusive of the entire community.

Candidates must have innate leadership, management and interpersonal skills, patience and good humor, and must be able to participate in and sustain collaborative group efforts. Trustees are subject to the PA Child Protective laws as volunteers and, after appointment, are required to obtain the following certifications: Report of Criminal History from the PA State Police, the Child Abuse History Clearance from the Department of Human Services, and a Fingerprint-based Federal Criminal History background check or Disclosure Statement (an alternative to fingerprinting available to candidates who have lived in Pennsylvania continuously for more than 10 years).

The Selection Process

In keeping with the PA Education Code (24 PA. C.S.), Public Library Code, Chapter 93, Subchapter B, Section 9318. Local Library Governance, paragraph (a)(3), based on when and how the library was established, each of the five municipalities that support the library with appropriations out of current revenue are each entitled to appoint not more than two (2) Trustees to the ELANCO Board of Trustees.

Board seats not filled by the municipalities are appointed by the Board of Trustees itself.

Candidates may be nominated by a Municipality, by themselves or by another party. Nominations may be made by sending a communication to the Board of Trustees Governance Committee, ELANCO Library, 11 Chestnut Drive, New Holland, PA 17557 or by sending an email to Amber Timlin, Library Director, at atimlin@elancolibrary.org. Please send a short letter outlining your skills, experience, and interests, and a resume.

Whether to be appointed by a Municipality or by the Board, nominees for open seats on the Board will be evaluated against the current skills-needs of the Board because it is essential that the Board have a well-rounded skills-set in order to serve the needs of the community. Toward that end, nominees will be invited for an interview by the standing Board Governance Committee who will evaluate how well the candidate meets the current needs of the Board. The Governance Committee will then make a recommendation to the Board.

Nominations are accepted at any time and will be reviewed by the Governance Committee within 30 days of receipt. If a candidate is nominated by a Municipality and confirmed by the Board, the Board will promptly communicate to the Municipality so that they may conclude the appointment process.

OPPORTUNITY

This is an exceptional opportunity to foster the growth and development of a vital local nonprofit organization devoted to improving our community.