

## **Administration Operational Plan**

### Introduction

Behind the day-to-day operations of system services (consulting, delivery, automation, etc.) are the administrative services that the system operates. Systems are governed of a Board of Directors who write policy and hire a competent executive director who reports to and is accountable to the Board. Systems are also comprised of a staff consisting of MLS librarians, other professionals, and support staff.

The PRAIRIE AREA LIBRARY SYSTEM Library System plays a leadership role that covers all aspects of library development. The staff and Board are committed to provide leadership which promotes and develops a strong community of libraries, trustees, and governing officials. With careful planning, creative vision, and strong member support, the PRAIRIE AREA LIBRARY SYSTEM Library System will continue to anticipate and meet the changing needs of the communities we serve.

### Library System Board of Directors

The Board of Directors will

- hire, affix the salary of, and annually evaluate a competent executive director
- represent the system members as a whole and not individual libraries or library type
- annually review the makeup of the Board to ensure adequate membership representation
- participate in an orientation program for new Board members
- participate in continuing education events such as system and regional workshops and state and national conferences
- meet a minimum of 9 times/year consistent with the Administrative Rules
- comply with all aspects of the Illinois Open Meetings Act
- adopt, codify, and distribute rules and policies as necessary
- annually review the by-laws and revise as needed
- annually review the membership eligibility criteria
- advocate for libraries, uphold intellectual freedom, and promote legislation of benefit to the system and/or libraries

### Staff and Resources

- The system Board shall employ an executive director, reporting to and accountable to the system Board, who holds a master's degree from an American Library Association-accredited library education program and who shall have a minimum of five years postgraduate employment including a minimum of two years of library administrative experience
- The system Board shall annually provide a written evaluation of the executive director
- The executive director shall hire technical and professional personnel required to operate the system, provide required training when appropriate, and annually provide a written evaluation of such staff
- The system agency shall have a compensation plan for the staff
- The system agency shall provide facilities and equipment appropriate for the program and supporting services

### Communications

- The executive director shall provide the system Board of Directors with information needed for policy decisions
- System staff shall ensure publication and distribution of information that affects all types of libraries

## Planning and Evaluation

The system will

- ensure that all system members have opportunities for input into or comment on planning and evaluation activities before such plans are finally adopted
- utilize the Standards for Illinois Library Systems to evaluate core system services and administrative services
- keep statistics measuring its services whenever possible
- annually review the progress being made toward providing library service to all residents of its geographic area

## Interagency Relations

The system will

- maintain communications with other system agencies and the Illinois State Library, sharing information on matters relating to system services
- cooperate with other library and non-library agencies on matters of mutual interest and benefit, especially in areas where contracts or programs of service are effective means of using limited financial resources

## Management

The system will

- foster awareness of current library developments and management trends through various communication mediums
- regularly explore and implement the most cost-effective approaches to services and administration
- ensure that non-member libraries are aware of the advantages of system membership and encourage them to become members
- utilize all resources for the benefit of the membership in general and not for the reimbursement of specific libraries to provide patron services as part of their membership responsibilities.

## Member Library Responsibilities

Member libraries should

- participate in the system representation plan and provide the name of a representative for selection to the system Board
- fulfill or make measurable and acceptable progress toward their responsibilities under the system plan of service
- assess possibilities for library service to the untaxed
- participate in the system decision-making process through attending meetings, responding to surveys, serving on committees, etc.
- continue local support for their own library services and not reduce such support as a result of membership in the system

Annual reports are required from all member libraries.