

Delaware Township Library

Board Orientation

Part 1. General Information Handout

1. General library information
 - a. Mission Statement
 - b. Short Library History Statement
 - c. Library Director Information
2. Board of trustees' names and phone numbers
3. Key staff/volunteers contact information (if applicable)
4. Calendars
 - a. Board meeting dates
 - b. Holiday schedule
5. Director's reports (past three months)
6. Minutes (past three months)
7. Financial reports (past three months)
8. List actions to be taken at board meetings
9. Board bylaws
10. General library policies
11. Any other large-scale projects
(master plans, capital improvement plans, etc.)

Part 2. Welcome Meeting

- I. Welcome
- II. Duties and role of the board
- III. Library structures of your library
 - B. Library system (NEKLS)
- IV. Important Policies
 - A. Personnel Policy

- B. Patron Policy
- C. Board Policy
- E. Bylaws

V. Budget

- A. Review of prior month's treasurer's report
- B. Review of different reserve accounts

VI. Library tour