

# **SAMUELS PUBLIC LIBRARY BOARD COMMITTEES**

## **Executive Committee**

The Executive Committee may, as necessary, have and exercise all the duties, authorities and powers of the board during the interim between meetings of the board, and shall report to the next meeting of the board upon all actions taken.

## **Finance/Investment Committee**

The Finance Committee shall have oversight of the finances of the library, subject to approval of the board. The Finance Committee shall be responsible for working with the director to formalize a comprehensive proposed annual budget for presentation to the board. The Investment Committee shall manage the Samuels Library fund.

## **Committee on Trustees**

The Committee shall determine the most effective composition of the board and develop practices, strategies and policies that attract potential candidates. The committee will develop procedures to train, organize, motivate, and assess the performance of the trustees. At the annual meeting, the Committee on Trustees may present the names of the candidates to fill the opening or unfilled elected trustee seats on the board. The Committee shall also prepare a slate of candidates for officers of the library for presentation at the July meeting of the board.

## **Development Committee**

The Development Committee shall lead the board in establishing the plans and methodologies to retract gifts and services needed to carry out the mission of the library.

The Committee shall work to define the short and long term needs of private funding and working with the director of Library staff, volunteers and Friends of Samuels Library, shall plan funding activities for participation by the full board and volunteers. The Committee shall seek to identify and recruit community leaders to serve in fundraising activities. The Committee shall endeavor to educate the full board on the techniques of soliciting gifts, including annual giving, special events, planned giving, marketing, and seeking grants.

## **Strategic Planning Committee**

In coordination with the Library Director, the Strategic Planning Committee will be responsible for the development and ongoing evaluation of the Library's five-year strategic plan.

The Strategic Planning Committee shall develop the Library's goals and objectives in support of its mission over a five-year period including a timeline and action plan in line with the annual budgeting process. The committees annually shall evaluate the strategic plan to determine that its goals and objectives are being met and that they are relevant to current patrons, the

community served, and other constituent needs. The Committee shall periodically conduct surveys and focus groups of patrons and the local community to assess changing needs.

### **Bylaws Committee**

The Bylaws Committee shall annually review the libraries, legal, and governing documents to ensure compliance with Virginia law and general efficacy.

As directed by the President or the Board, the Bylaws Committee shall review library policies and make a report to the board regarding the same. The Bylaws Committee shall attempt to formulate new or revised policy as requested by the President and the board.