

BUDGET COMMITTEE:

1. Committee will meet at least once annually and at other times at the discretion of the chairperson.
2. It is desirable that the board treasurer be a member of the budget committee.
3. Well in advance of the start of the actual budget process each year, the Director will prepare a budget calendar for the planning information of the committee and the Board.
4. The Director will prepare an annual budget for the consideration of the committee well in advance of the deadlines mandated by the state. Ample time should be allowed for changes to be suggested by the committee and incorporated into the document presented to the Board for its discussion and approval.
5. The committee will review the director's salary recommendations with the goal of properly reimbursing staff for services rendered, keeping in mind the prevailing rates of pay for comparable work in other local governmental and educational bodies as well as library systems of similar size in the region.
6. Committee members should familiarize themselves with Minimum Standards for Public Library Systems (ALA) and other publications which establish guidelines concerning recommended percentages of total budget that should be devoted to various crucial categories of expenditure. Members should also be aware of any current costly, high-priority projects that may necessitate a temporary diversion of funds from the usual spending categories.
7. Committee members should familiarize themselves with the various budget categories, should understand the line-item system, and should learn the procedures mandated by law for the transfer of funds within the various budget categories when unforeseen needs for funds arise.
8. Members should be familiar with the board's financial obligation in the matter of its bonded indebtedness, and should be aware of the so-called LIRF Fund and its uses and limitations.
9. All board members, and particularly members of this committee, should exercise great diligence in examining the monthly financial records and reports (the so-called "treasurer's report") of the library system; it is sometimes possible to detect costly and wasteful patterns of expenditure that have escaped the notice of the staff and to suggest alternative plans that will result in savings to the library, and ultimately to the people of Wells County. Conversely, it may sometimes be prudent to suggest purchases that will, in the long run, prove to be beneficial to the efficient and economical operation of the library.
10. Additional temporary duties consistent with these stated purposes may from time to time be assigned to the committee by the board president.

BUILDING COMMITTEE:

1. Committee will meet at least once annually and at other times at the discretion of the chairperson.
2. On the advice of the director, or on their own initiative, the committee will consider the feasibility of making major improvements or additions to existing structures and grounds, including landscaping and parking facilities, or changes or improvements to any other real property belonging to the library system.
3. Committee will consider major changes in the furnishings of the various branches and pass along to the Board their recommendations.
4. Committee will propose, when such a need has been identified by the Outreach Committee, the construction of new buildings or the acquisition of other real property to meet the expanding needs of the library and its patrons.
5. Committee will recommend lists of qualified architects, contractors, and vendors to the Board for their consideration in the event of major construction or repair operations.
6. Committee or their representative will serve as liaison between the Board and its agents during the life of major construction or repair projects and will report on a regular basis concerning the progress of the work.
7. Committee will advise the library director generally on matters pertaining to the construction, repair, and upkeep of the buildings and real property belonging to the library.
8. Additional temporary duties consistent with these stated purposes may from time to time be assigned to the committee by the board president.

NOMINATING COMMITTEE:

1. Committee will meet at least once annually and at other times at the discretion of the chairperson.
2. Committee will prepare in advance the Annual Meeting of the Board, held on or before August 15th each year. A Slate of candidates for the offices of the Board of Trustees, following the procedures outlined in Article III of the Bylaws of the Board of Trustees; committee will subsequently present this slate at the Annual Meeting of the Board for their consideration, after having ascertained that said candidates are willing and able to serve.
3. While rotation of offices among all board members on a yearly basis is highly desirable (as outlined in Article III of the Bylaws), the committee is not inflexibly bound to this rule and may, from time to time, wish to nominate board members for consecutive terms in various offices.
4. In the event of a vacancy occurring in any board office for whatever reason, this committee may, at the discretion of the Board, nominate a successor or submit a plan for the reassignment of officer positions, always assuming the concurrence of incumbents to the changes proposed.
5. Additional temporary duties consistent with these stated purposes may from time to time be assigned to the committee by the board president.

OUTREACH-COMMUNITY SERVICE COMMITTEE:

1. Committee will meet at least once annually and at other times at the discretion of the chairperson.
2. It will be the duty of this committee to aid the Director and the Board in assessing the community's needs for improved or expanded library service, always being mindful of the need to extend such service into areas where the library has not hitherto exercised an important influence; reference to the Long-Range Plan may suggest to the committee projects that will serve to accomplish this aim.
3. Committee will work with the Director to implement the goals of the current Long-Range Plan and will appoint one or more of its members to the community task-force whenever a new Long-Range Plan is contemplated.
4. Committee will work with community groups in areas where branches are located or are contemplated in order to ascertain the needs and wishes of the local community. It is advisable for the committee to meet every two or three years with a local ad hoc advisory group wherever a branch is located in order to further the aims of the library's mission statement and to ensure growth in the numbers of patrons served.
5. Additional temporary duties consistent with these stated purposes may from time to time be assigned to the committee by the board president.

POLICY, BYLAWS, AND INSURANCE COMMITTEE:

1. Committee will meet at least once annually and at other times at the discretion of the chairperson.
2. From time to time, at the suggestion of the Director, or on their own initiative, the committee will consider and recommend to the Board various changes in the Bylaws for the better ordering of the Board's business and the duties of its officers, keeping in mind, however, that various sections of the Bylaws are mandated by the Indiana Code and cannot be changed by board action. Such sections are designated in the list of bylaws by means of parenthetical references to the Code.
3. From time to time, at the suggestion of the Director and staff, or on their own initiatives, the committee shall consider and recommend to the Board additions, amendments, or deletions to the various sections of the policy manual of the library, including statements of general intent as well as detailed statements concerning the general operation of the library, rules governing personnel matters, and fee schedules.
4. Upon recommendation of the Director or the Board, the committee will review and recommend to the Board various insurance alternatives that may be adopted to ensure the safety and welfare of the library's real property, structures, furnishings, equipment, staff, and patrons.
5. Additional temporary duties consistent with these stated purposes may from time to time be assigned to the committee by the board president.

PUBLIC AWARENESS COMMITTEE:

1. Committee will meet at least once annually and at other times at the discretion of the chairperson.
2. Committee will consider such worthy and dignified projects, purchases, donations, and publicity events as will tend, if adopted by the Board, to further the general aims of the library and to enlarge the scope of its influence on the life of the community by making known in a visible and tangible way its aims and achievements.
3. Staff suggestions for major events that have the potential for favorable publicity should be encouraged, but at the onset should receive committee approval, followed by board approval, before being implemented.
4. Current goals of outreach and building committees should be integrated with the work of this committee in order to ensure adequate public exposure of their aims.
5. Committee will propose steps that will encourage growth of the library's endowment and gift funds through direct gifts, trust arrangements, and bequests, and will ascertain that such generosity is appropriately recognized by public acknowledgment, inscribed memorial plaques, or other suitable means.
6. Additional temporary duties consistent with these stated purposes may from time to time be assigned to the committee by the board president.

Amended July 13, 2010