

# TRUSTEEtips

INFORMATION AND EVENTS FOR TODAY'S SC PUBLIC LIBRARY TRUSTEES

JANUARY 2008

## It's County Budget Time! The Role of Trustees in Funding Libraries

Being an advocate for library funding is a principal role for Library Trustees. To advocate successfully for funding, Trustees must:

**Be Involved in the Budget Planning Process.** The library's budget is the financial basis for planning the library's programs. The budget process for an upcoming fiscal year begins early in the current fiscal year. Library directors and Board members work together to create the budget.

**Understand the Budget.** The budget must reflect priorities as outlined in the library's long-range plan. Boards must justify requests for budget increases as well as the base budget. Ample time should be allowed for the development of the budget and for consideration by local funding authorities. Usually, it takes from six to nine months to develop a budget.

**Be realistic.** Board members should be "tuned in" to the community's financial climate, and know what can and cannot be expected in the way of library support. Trustees should compare their library's support with that of other counties in the South Carolina Annual Statistical Summary (published annually by the State Library) to understand their government's level of effort.

**Read, listen and learn.** Trustees can study how other County departments and agencies present their budgets, and learn from successful examples. It's important to know what kind of presentation is preferred by the funding agency and makes the greatest impact.

Remember: **The budget presentation to County Council is the Library Board's responsibility. The Board speaks on behalf of the library's goals, plans and accountability. The budget presentation should stress why the community needs library services and the benefit of the library to every resident.**

Library trustees should not wait for a budget presentation to make a case for needed funding or to promote library programs and services! Trustees should seize every opportunity during the year to discuss the library's needs with funders and supporters in the community.



The library's budget is a tool for accomplishing specific objectives. Be clear and concise about those objectives and deliver a strong message: Library service is great value in return for tax dollars!

**Regional Trustee Training 2008 is coming. Details will be coming soon!**

Make a **SPLASH** in 2008 with library services to SC's Spanish speakers. Regional workshops show you how. Trustees are encouraged and welcome to attend!



**Discover** the importance of cultural differences

**Learn** how to contact local service providers and form partnerships

**Share** ways of promoting library services for Latino residents.

**Limited to 15 participants.**  
**Details/Register : [www.statelibrary.sc.gov](http://www.statelibrary.sc.gov)**

Jan. 23 - Columbia/South Carolina State Library  
Jan. 24 - Colleton County  
Feb. 7 - Florence County  
Feb 14 - Pickens County  
Feb. 20 - Spartanburg County  
March 11 - Berkeley County  
March 20 - Columbia/South Carolina State Library

**Questions? [ksheppard@statelibrary.sc.gov](mailto:ksheppard@statelibrary.sc.gov) (803) 734-8653**

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## New SC Public Library Trustees

Appointed since July 2007

### Hampton County Library

Amy Wachowski

### Anderson County Library

Ella Ruth Adams

### Calhoun County Library

Eliza Claxton

### Horry County Library

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Tom Crosby

### Williamsburg County Library

Linda Parsons

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