



SMRLA
SOUTHERN MARYLAND
REGIONAL LIBRARY ASSOCIATION

BOARD OF TRUSTEES

Information
and
Application





Our Vision

Advancing Library Excellence

Our Mission

The citizens of Calvert, Charles, and St. Mary's counties will have equal access to information through the efficient, economic, and effective sharing of resources among public libraries and all types of information agencies.

About Us

The Southern Maryland Regional Library Association (SMRLA) is a state-funded regional resource center for the public libraries in Calvert, Charles and St. Mary's counties. We provide the services libraries use to keep communities connected, from the interlibrary loan system to a host of online resources for information, training and digital materials downloads. We also provide library staff training so they can best meet the community's needs.



Our services are free to Southern Maryland's residents. SMRLA is part of a statewide information network that includes libraries and many other information agencies such as schools and local and state governments.

In Fiscal Year 2023, we processed 58,452 new items for the region's libraries, and added 99,929 digital records for library patrons. We handled 35,897 items that were borrowed and loaned, and our delivery service transported 556,261 items over more than 32,000 miles traveled. We also facilitated 519 training sessions for 2,317 library staff participants.



Our recent projects include:

- the implementation of Microsoft 365 as the primary access point for regional library information and collaboration;
- a regional library delivery system study to measure our delivery costs, volume, customer satisfaction and overall trends, resulting in a request for proposals to gather potential solutions;
- administration of a \$70,000 Maryland Office of Statewide Broadband Digital Inclusion Grant to finance data plans for library hotspot devices;
- the addition of four new branches or locations to the regional system.

Southern Maryland at a Glance

| | |
|----------------------------|---------------|
| Population | 373,177 |
| Land area | 1,030 sq. mi. |
| Racial Makeup | |
| White | 56% |
| Black/African American | 30% |
| Asian | 3% |
| Other | 11% |
| Computer/Internet Use | |
| Households with a computer | 94% |
| Households with broadband | 90% |
| Education | |
| High school diploma | 93% |
| Bachelor's degree | 33% |
| Median household income | \$110,320 |
| Persons in poverty | 6.8% |



SMRLA Board Membership

- Members are drawn from Calvert, Charles, and St. Mary's counties.
- The Board consists of a library trustee from each county library system and up to one member of the public from each county served by the library systems.
- Trustees serve five-year terms and may not serve more than two consecutive terms.

Board Member Qualifications

As a candidate for a library trustee position, you must be a resident of Southern Maryland and representative of the constituent base the library serves. You must also have:

- Demonstrated interest in the library
- Readiness to devote time and effort to attend board meetings, serve on committees, advocate for the library and participate in other trustee activities
- Ability to plan creatively and carry out plans effectively
- Ability to analyze efficiency of business procedures and to be a part of the accountability in the process
- Ability to communicate effectively verbally and in writing
- Ability to work well as a member of the team.

Duties of the Board

- Keep complete record of minutes and acts and provide a statement at the annual meeting
- Supervise all officers and SMRLA CEO
- Adopt regulations and policies for SMRLA in accordance with bylaws and Maryland law
- Develops plans and budgets for each fiscal year (submits strategic plan on a periodic basis to Maryland State Library)
- Prepare and approve the annual report
- Provides for an audit and submits to Maryland State Library
- Employs and evaluates CEO

Board Meetings

- **Schedule:** The SMRLA board meets the second Tuesday of even months at 4 p.m. Meetings may be held in person or virtually. Notice of meetings (agenda and log-in information) are posted to smrla.org.
- **Quorum:** A quorum equals 2/3 of elected trustees; vacancies are not counted when determining the quorum.
- **Conduct of Meetings:** Meetings are typically presided over by the President of the Board.
- **Voting:** Every member is entitled to one vote.

How to Apply and Selection Process

Vacancies are available periodically and filled from the pool of candidates who have completed applications. Please see the included application or online at smrla.org. When a position is available, all applications are reviewed by the current Board of Trustees. Interviews are granted to candidates based upon level of experience and diversity, including but not limited to diversity of race, gender, professional background and geographic residency to ensure our board provides an accurate cross-representation of Southern Maryland.





Board Member Application and Questionnaire

Please complete entire form and submit to Ashley Teagle at ateagle@somd.lib.md.us
 or mail to SMRLA, P.O. Box 459, Charlotte Hall, MD 20622 Attn. Ashley Teagle

Personal

| | | | | |
|-----------------------|------------|------------|--------|---|
| Name: First | | MI | Last | County of Residence |
| Address | | | | How long resident of Southern Maryland? |
| Home Phone | Work Phone | Cell Phone | Email | |
| Social Media Handles: | | | | |
| Facebook | Twitter | Instagram | TikTok | |

Employment History

| | | | | |
|------------------|----------|----------------------------------|-------|--|
| Name of Employer | Position | Type of Business or Organization | | |
| Employer Address | | Dates | Phone | |
| Name of Employer | Position | Type of Business or Organization | | |
| Employer Address | | Dates | Phone | |
| Name of Employer | Position | Type of Business or Organization | | |
| Employer Address | | Dates | Phone | |

Education

| | | |
|-------------|------------------|----------------|
| Institution | Degree and Major | Dates Attended |
| Institution | Degree and Major | Dates Attended |
| Institution | Degree and Major | Dates Attended |

BOARD MEMBER APPLICATION AND QUESTIONNAIRE

Race

| | | | |
|---|---|---|--|
| <input type="checkbox"/> I prefer not to answer | <input type="checkbox"/> American Indian and Alaska Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Native Hawaiian and Other Pacific Islander | <input type="checkbox"/> White | |
| <input type="checkbox"/> Some Other Race: _____ | | <input type="checkbox"/> Two or More Races: _____ | |

Gender

| | | | | |
|---|---------------------------------|---|---------------------------------------|--|
| <input type="checkbox"/> I prefer not to answer | <input type="checkbox"/> Female | <input type="checkbox"/> Gender-expansive | <input type="checkbox"/> Gender-fluid | <input type="checkbox"/> Gender non-conforming |
| <input type="checkbox"/> Genderqueer | <input type="checkbox"/> Male | <input type="checkbox"/> Non-binary | <input type="checkbox"/> Questioning | |
| <input type="checkbox"/> I prefer to self-describe: _____ | | | | |

Sexual orientation

| | | | | |
|---|------------------------------------|--|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> I prefer not to answer | <input type="checkbox"/> Aromantic | <input type="checkbox"/> Asexual | <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay |
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Lesbian | <input type="checkbox"/> Pansexual | <input type="checkbox"/> Queer | <input type="checkbox"/> Questioning |
| <input type="checkbox"/> Same-gender loving | | <input type="checkbox"/> I prefer to self-describe _____ | | |

Employment status

| | | | |
|--|------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> I prefer not to answer | <input type="checkbox"/> Part time | <input type="checkbox"/> Full time | <input type="checkbox"/> Retired |
| <input type="checkbox"/> I prefer to self-describe _____ | | | |

Ability status *We are interested in this identification regardless of whether you typically request accommodations*

| | | | |
|--|---|---|--|
| (Select all that apply) | <input type="checkbox"/> I prefer not to answer | <input type="checkbox"/> A sensory impairment (vision or hearing) | <input type="checkbox"/> A mobility impairment |
| <input type="checkbox"/> A learning disability/other diagnosis that interferes with learning or ability to concentrate (e.g. dyslexia, auditory processing disorder) | | | |
| <input type="checkbox"/> A long-term medical illness (e.g. epilepsy, cystic fibrosis) | | <input type="checkbox"/> A long-term mental health condition (e.g. depression, anxiety) | |
| <input type="checkbox"/> A sensory processing or integration disorder | | <input type="checkbox"/> An intellectual disability | |
| <input type="checkbox"/> A temporary impairment resulting from illness or injury | | | |
| <input type="checkbox"/> A disability or impairment not listed above | | <input type="checkbox"/> I do not identify with a disability or impairment | |
| <input type="checkbox"/> I prefer to self-describe _____ | | | |

BOARD MEMBER APPLICATION AND QUESTIONNAIRE

Please list your past and present memberships on boards, committees and organizations:
(business, civic, community, fraternal, political, professional, recreational, religious and social)

| | | |
|--------------|------------|-----------------|
| Organization | Role/Title | Date of Service |
| Organization | Role/Title | Date of Service |
| Organization | Role/Title | Date of Service |
| Organization | Role/Title | Date of Service |

Other

Have you ever been convicted, plead guilty or plead no contest to a crime? YES NO

Please mark the skills and/or interests you bring to our board

| | | |
|--------------------|---------------------|------------------|
| Library Industry | Business Management | Accounting |
| Policy Development | Fundraising | Law/Legal Issues |
| Personnel | Outreach/Advocacy | Government |
| Public Relations | Strategic Planning | Other: |

Time commitment

Board meetings are currently on the second Tuesday of even months at 5 p.m.
Meetings may be virtual or in person. Would you be able to attend on this schedule? YES NO

Please list three references

| | | |
|------|--------------|--------------|
| Name | Relationship | Phone Number |
| Name | Relationship | Phone Number |
| Name | Relationship | Phone Number |

Please attach your resume