



**SMRLA**  
SOUTHERN MARYLAND  
REGIONAL LIBRARY ASSOCIATION

## BOARD OF TRUSTEES

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**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.

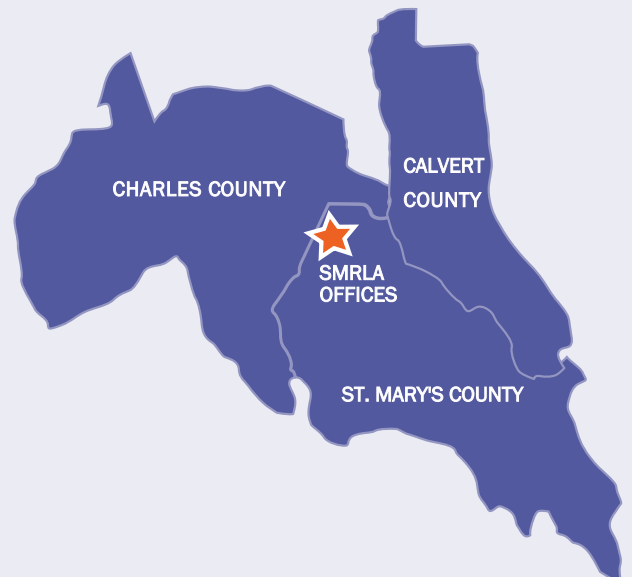


Our recent projects include:

- 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](http://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](http://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](mailto: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**

I prefer not to answer   
 American Indian and Alaska Native   
 Asian   
 Black or African American  
 Hispanic or Latino   
 Native Hawaiian and Other Pacific Islander   
 White  
 Some Other Race: \_\_\_\_\_   
 Two or More Races: \_\_\_\_\_

**Gender**

I prefer not to answer   
 Female   
 Gender-expansive   
 Gender-fluid   
 Gender non-conforming  
 Genderqueer   
 Male   
 Non-binary   
 Questioning  
 I prefer to self-describe: \_\_\_\_\_

**Sexual orientation**

I prefer not to answer   
 Aromantic   
 Asexual   
 Bisexual   
 Gay  
 Heterosexual   
 Lesbian   
 Pansexual   
 Queer   
 Questioning  
 Same-gender loving   
 I prefer to self-describe \_\_\_\_\_

**Employment status**

I prefer not to answer   
 Part time   
 Full time   
 Retired  
 I prefer to self-describe \_\_\_\_\_

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

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