



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK  
NEW YORK STATE LIBRARY / DIVISION OF LIBRARY DEVELOPMENT  
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## OVERVIEW OF COUNCIL AND COMMUNICATION COORDINATOR RESPONSIBILITIES

### Council representation and duties:

- Council membership must include: *other representatives of providers and users of library services in the school library system* per Commissioner's Regulations 90.18(b)(2)(i).
- Councils work with the director to:
  - recommend policy;
  - do long-range and short-range planning; and
  - Evaluate the system's services.
- **Committees**--either standing or *ad hoc*--help assist in the planning, advising and organizing of council priorities and projects, for example: automation, long-range planning, continuing education/professional development, by-laws, nominating, etc. These committees not only create a structure to help the council's work get done, they enlarge the pool of workers, idea-producers and subject specialists for each project because they **can include** membership from the liaison group, member libraries and other users and providers of system services.
- A council should be structured and run like a board of trustees, with officers, by-laws, official minutes, etc.
- Don't forget the **importance of the business** conducted by the school library system council. This is a public trust for which the school library system receives state taxpayer funding. It is therefore essential for school library system councils to operate in a business-like way, demonstrating **accountability** by such means as meeting the Education Department standards, operating under an approved plan of service, communicating with members, doing an annual evaluation, preparing an annual report and budget, etc.

### Communication Coordinators

- **Communication Coordinators** are a separate group from the school library system council with different roles and responsibilities. The main function of the communication coordinator (individually and as a group) is to provide **two-way communication** between the member public school districts or non-public schools and the school library system. This can be accomplished through:
  - **regular meetings** in which the communication coordinator discuss how to implement the policies recommended by the council;
  - **sharing information** on system programs (e.g., training), procedures (e.g., interlibrary loan), data collection (e.g., database development, statistics on interlibrary loan, etc.);
  - **developing committees and/or interest groups** (e.g., an elementary school librarians cluster group, automation users group, etc.);
  - bringing the **needs of school library system users** (students, faculty and administrators) to the attention of the school library system council and director;
  - **identifying subject experts** from among member librarians and others and recruiting them to participate in SLS projects and committees; and
  - identifying and recruiting **potential council members**.