

Library Trusteeship for New AND Seasoned Trustees

Presenters



Christine Westerlund
Vice President,
Chatham Area Public Library District



Kathy Caudill
Vice President,
Ela Area Public Library District

Show of hands ...





...to an overview of:

- a Trustee's duties and roles;
- links to excellent library resources that will help Trustees serve effectively as advocates for their library; and
- problems and issues to avoid.

.

Quiz Question: Which of these is a board member's legal duty?

- a) Duty of Care
- b) Duty of Loyalty
- c) Duty of Obedience
- d) All of the above



Quiz Question: Which of these is a board member's legal duty?

- a) Duty of Care
- b) Duty of Loyalty
- c) Duty of Obedience
- d) All of the above ... and MORE!



Core Library Board Trustee Duties

Duty of

Care

Trustees should fulfill their roles to the best of their abilities. This means proactively participating and communicating.

Loyalty

All activities should be done in the best interest of the library, not in the best interests of individual trustees.

Obedience

Trustees must follow organizational rules, applicable federal and state laws as defined in the library's governance documents.

One more: Duty of Curiosity



- Libraries promote curiosity for all users and value imagination as a critical pathway to meet the unique needs of the community.
- Libraries must ask the community about needs and aspirations.
- Curiosity is about effective listening, offering insight into new or unique practices to serve the public and openness to new ideas.
- Equity, diversity and inclusion practices prompt both inquiry and consideration to serve all populations within the library district.
- Libraries are always evolving because of curiosity.

Library Trustee Roles

- Hire and Evaluate Library Director
- Develop Library policy
- Oversee funds
- Plan for the library's future
- Advocate for the library
- Commit to continuing education
- Appoint a trustee to fill a vacancy



Reasons for a Trustee Vacancy

75 ILCS 5 Sec. 4-4.

Vacancies shall be declared in the office of trustee by the board when:

- elected or appointed trustee declines, fails, or is unable to serve
- absent without cause from all regular board meetings for a period of one year
- convicted of a misdemeanor re. statutory duties of a Trustee
- becomes a nonresident
- fails to pay the library taxes levied
- (for an elected board) not sufficient trustees elected to fill an entire board of 7 trustees

NEW! Effective 5/27/22 Re: Trustee Vacancies and Board Treasurer





This Photo by Unknown Author is licensed under CC BY-SA

NEW! Effective 5/27/22 Re: Trustee Vacancies — Public Act 102-0977

75 ILCS 5/4-4 of the Illinois Local Library Act Vacancies shall be filled within 90 days after a vacancy has been declared forthwith.

75 ILCS 16/39-25 of the Public Library District Act of 1991

Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith.

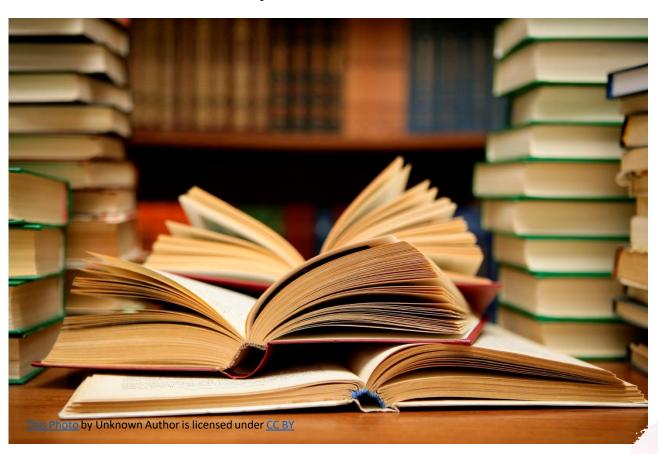
No current change to this provision in 75 ILCS 5/4-4 of the Illinois Local Library Act: Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

NEW! Effective 5/27/22 Re: Board Treasurer — Public Act 102-0977

75 ILCS 16/30-40 of the Public Library District Act of 1991

The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

What tools are available to help library trustees understand their roles and work to improve their skills and aptitudes?





Library Resources for Trustees

Secretary of State – State Librarian

- Illinois State Library (services for libraries) https://www.ilsos.gov/departments/library/home.html
- Illinois State Library information for Trustees (manuals, trainings, orientation document, and legal resources) https://www.ilsos.gov/departments/library/libraries/trustee.html

Reaching Across Illinois Library System (RAILS)

- https://www.railslibraries.info/
- RAILS newsletters https://www.railslibraries.info/newsletters
- Library Learning (L2) to set up a username and password https://librarylearning.org/sites/default/files/2021-07/Users-Creating%20a%20User%20Account-20210318.pdf
- RAILS trustee training https://www.railslibraries.info/services/trustee

Heartland Library System

https://www.illinoisheartland.org/

Library Resources for Trustees

Illinois Library Association (ILA)

- https://www.ila.org/
- ILA e-newsletter (ILA Alert) sign up at bottom of home page or read at https://www.ila.org/publications/ila-newsletter
- ILA Trustee Forum page (resources for trustees, recorded webinars, archived newsletters) https://www.ila.org/forum/5/library-trustee-forum-ltf
- ILA asked the 2022 candidates for Illinois Secretary of State questions about their perspectives on Illinois libraries their responses can be found here: https://www.ila.org/news/3518/2022-candidates-for-il-secretary-of-state-share-perspectives-on-libraries

Library Resources for Trustees

American Library Association (ALA)

- https://www.ala.org/
- Advocacy https://www.ala.org/advocacy/

Public Library Association – a division of ALA

- https://www.ala.org/pla/
- Advocacy https://www.ala.org/pla/advocacy

United for Libraries (Library Trustees, Advocates, Friends and Foundations) – a division of ALA

- https://www.ala.org/united
- Advocacy https://www.ala.org/united/
- Trustee training tools (some topics free, some require a fee) https://www.ala.org/united/trustees

Tools to help your library become more diverse, inclusive, and promote equity

- https://native-land.ca/ acknowledging the land that belonged to indigenous people
- https://belonging.berkeley.edu/ Identify and eliminate the barriers to an inclusive, just, and sustainable society in order to create transformative change
- https://www.ala.org/advocacy/diversity
- https://www.lib.washington.edu/about/edi



This Photo by Unknown Author is licensed under CC BY-SA

What is Return on Investment (ROI) and why does it matter to a library trustee?

ROI





TEEN CRAFT NIGHT



WHAT:
Create Your Own Journal 22 the Upper Township Library
We'll be making new journals out of recycled books and paper

WHERE: Upper foundin Library 2050 Route 631, Petersburg, NJ 08270, 609-628-2607

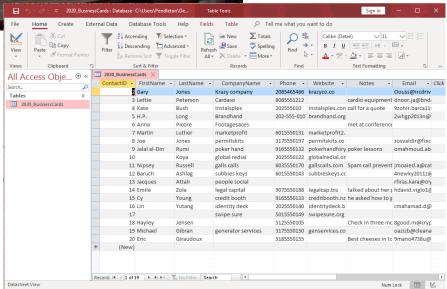
WHEN: Wednesday July 22 (¢ 5pm

This event is open to teems ages 12-18.

Please commer Justia Hocake for more information: Justials@emelibrary.org or 609-463-6350

ITS YOUR LIBRARY....

MAKE A DIFFERENCE





ROI Calculators



Library Value Calculator

Some Sample ROI Calculators:

https://kslib.info/DocumentCenter/View/6413/South-Dakota-State-Library-ROI-Calculator?bidId=

https://www.addisontwp.michlibrary.org/lbrary-return-on-investment-calculator.html

https://libguides.madisoncollege.edu/roi

What is your library worth to you?

How much would you pay out-of-pocket for your library services?

- Enter in the left hand column the number of times each service is used.
- Estimated retail value of each service (if purchased brand new) will be calculated on the right.
- Total value of your library use is shown at the bottom of the worksheet.

Input Your Use	Library Services	Value of Services
	Books Borrowed	\$ 0.00
	Paperbacks Borrowed	0.00
	Children's Books Borrowed	0.00
	Audiobooks Borrowed	0.00
	Interlibrary Loan Requests	0.00
	eBooks Downloaded	0.00
	Audiobooks Downloaded	0.00

October 2014: Adapted from Library Use Value Calculator from the Maine State Library.

Example: A family with two young children

- Each child reads a book a month
- Parents listen to an audiobook once every two months
- Family movie night every other Friday night
- Museum passes for two trips to museums each year
- Children attend a library program every other month

Value of their library use: \$1,106.00

Input Your Use	Library Services	Value of Services
	Books Borrowed	\$ 0.00
	Paperbacks Borrowed	0.00
24	Children's Books Borrowed	240.00
	Audiobooks Borrowed	0.00
	Interlibrary Loan Requests	0.00
	eBooks Downloaded	0.00
6	Audiobooks Downloaded	132.00
	Magazines Borrowed	0.00
26	Movies Borrowed	442.00
	CDs Borrowed	0.00
2	Museum Passes Borrowed (family of 4)	64.00
	Magazine/ Newspaper Use in Library	0.00
	Meeting Room Use	0.00
	Adult Programs/ Classes Attended	0.00
12	Children's Programs Attended	138.00
	Computer Use per Hour (Internet, Word Processing)	0.00
	Reference Questions Asked	0.00

Example: Empty Nesters/Senior Citizen Couple

Check out a book a month Borrow a classic movie once a month Check out one CD of "oldies" each month

Read a Sunday newspaper once a week at the library

Attend one adult program a month Check email, types and prints documents for 2 hours a month Ask questions regarding Medicare and health resources in the library

Value of their library use: \$1,560.00

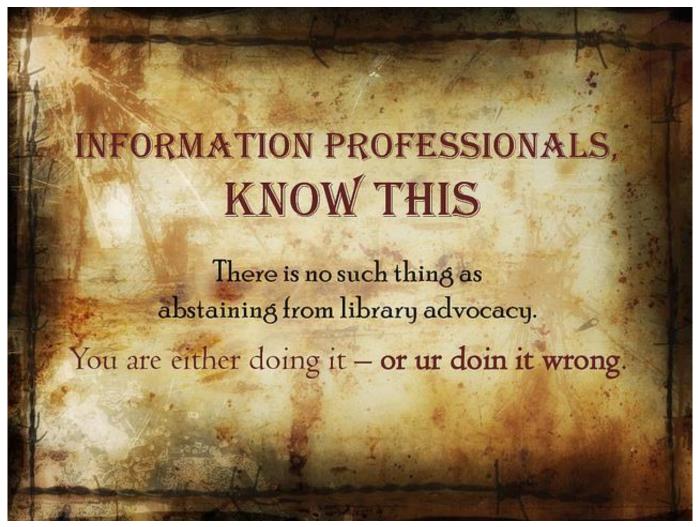
This does not include the ROI when they take their grandchildren to the library!

Input Your Use	Library Services	Value of Services
12	Books Borrowed	\$ 216.00
	Paperbacks Borrowed	0.00
	Children's Books Borrowed	0.00
	Audiobooks Borrowed	0.00
	Interlibrary Loan Requests	0.00
	eBooks Downloaded	0.00
	Audiobooks Downloaded	0.00
	Magazines Borrowed	0.00
12	Movies Borrowed	204.00
12	CDs Borrowed	264.00
	Museum Passes Borrowed (family of 4)	0.00
52	Magazine/ Newspaper Use in Library	390.00
	Meeting Room Use	0.00
12	Adult Programs/ Classes Attended	168.00
	Children's Programs Attended	0.00
24	Computer Use per Hour (Internet, Word Processing)	288.00
2	Reference Questions Asked	30.00

Calculate the Value of Your Library Use:

\$ 1,560.00

How can I advocate on behalf of my library?



This Photo by Unknown Author is licensed under CC BY-SA-NC

Advocacy Resources

Illinois Library Association

- https://www.ila.org/advocacy includes information about property taxes, TIF districts, minimum wage and other topics
- Ready, Set, Advocate! Modules and toolkit https://www.ila.org/advocacy/ready-set-advocate

Heartland advocacy tools

https://www.illinoisheartland.org/advocacy

RAILS advocacy information

https://www.railslibraries.info/search/site/advocacy

ALA advocacy

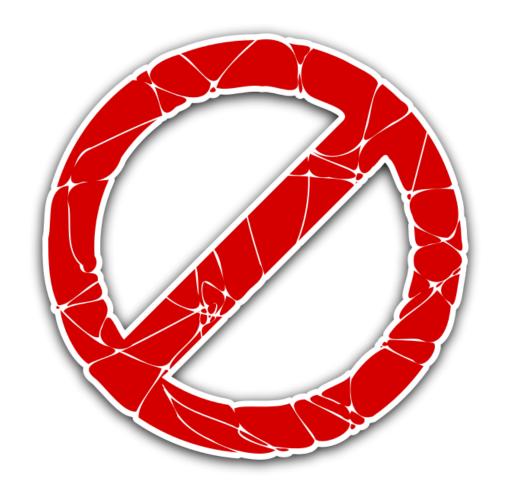
https://www.ala.org/advocacy/advocacy-public-policy

PLA advocacy

https://www.ala.org/pla/advocacy

United for Libraries advocacy

https://www.ala.org/united/advocacy/united-resources



What are some things that a Library Trustee should NOT do?

Library Trustees ...

- ... shall not supervise library staff, other than the library director;
- ... shall not manage (or micromanage) the daily operations of the library;
- ... shall not come to meetings unprepared or ask inappropriate questions;
- ... shall not display bullying behavior in routine library meetings;
- ... shall not skip meetings without cause;

Library Trustees ...

- ... shall not serve specific special interest groups or personal interests;
- ... shall not receive preferential treatment as library users;
- ... shall not censor library materials;
- shall not hold individual power to represent the library or speak for the library, unless authorized by the entire board; and
- ... shall not share information from closed/executive session library board meetings.

Two final questions to think about ...



Two final questions to think about ...

1) What is your **why** for being involved in the library?



Two final questions to think about ...

1) What is your **why** for being involved in the library?

2) What is your best advice for a new Library Trustee?



Questions?

Contact us:

Christine Westerlund cwesterlund@chathamlib.org

Kathy Caudill kcaudill@eapl.org