



Library Trusteeship for
New AND Seasoned Trustees

Presenters



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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.

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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.

Duty of

Loyalty

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

Duty of

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

NEW



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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?



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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>



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

ROI



TEEN CRAFT NIGHT



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

WHERE:
Upper Township Library
2050 Route 631, Eatonsburg, NJ 08270, 609-628-3097

WHEN:
Wednesday, July 22 @ 5pm

This event is open to teens ages 12-18.

Please contact Daria Hovack for more information: journals@ustlibrary.org or 609-403-0350

IT'S YOUR LIBRARY.....
MAKE A DIFFERENCE

ContactID	FirstName	LastName	CompanyName	Phone	Website	Notes	Email
1	Gary	Jones	Krazy company	2085465466	krazyco.co		Oouss@ircdriv
3	Lettie	Peterson	Cardaso	8085551212		cardio equipment	dnoor.ja@bnd.
4	Kate	Bush	Instalsples	202555010	instalsples.com	call for a quote	92ohlr.barca11
5	H.P.	Long	Brandhand	202-555-010	brandhand.org		2whgp2013n@
6	Anna	Picore	Footagesaces			met at conference	
7	Martin	Luther	marketprofit	6015550131	marketprofit2.		
8	Joe	Jones	permitskits	3175550197	permitskits.co		zovsaldir@fixc.
9	Jalal al-Din	Rumi	poker hand	9165550132	pokerhandfory	poker lessons	omahmoud.ab
10	Koya		global redial	2025550122	globalredial.or		
11	Nipsey	Russell	galls calls	6035550170	gallscalls.com	Spam call prevent	jmoaied_a@cat
12	Baruch	Ashlag	subbies keys	6015550143	subbieskeys.cc		4newky2011z
13	Jacques	Attali	people social				rfiras.kara@cny
14	Emile	Zola	legal capital	9075550188	legalcap.biz	talked about her	hdavid.viglo1@
15	Cy	Young	credit booth	9165550133	creditbooth.nz	he asked how to	
16	Lin	Yutang	identity deck	2025550140	identitydeck.b		cmahamad.d@
17			swipesure	5015550149	swipesure.org		
18	Hayley	Jensen		5125550105		Check in three mc	8good.m@cryp
19	Michael	Gibran	generator services	3175550150	genservices.co		oazibz@cleana
20	Eric	Giraudoux		5185550155		Best cheeses in tc	9mano4738u@
*	(New)						



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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/library-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

Calculate the Value of Your Library Use:

\$ 1,016.00

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?



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?





AT THE
HEART
OF IT
Illinois Library Association

Questions?

Contact us:

Christine Westerlund cwesterlund@chathamlib.org

Kathy Caudill kcaudill@eapl.org