



WASATCH COUNTY LIBRARY

465 E 1200 S

HEBER CITY, UTAH 84032

435-654-1511

WASATCHLIBRARY.ORG

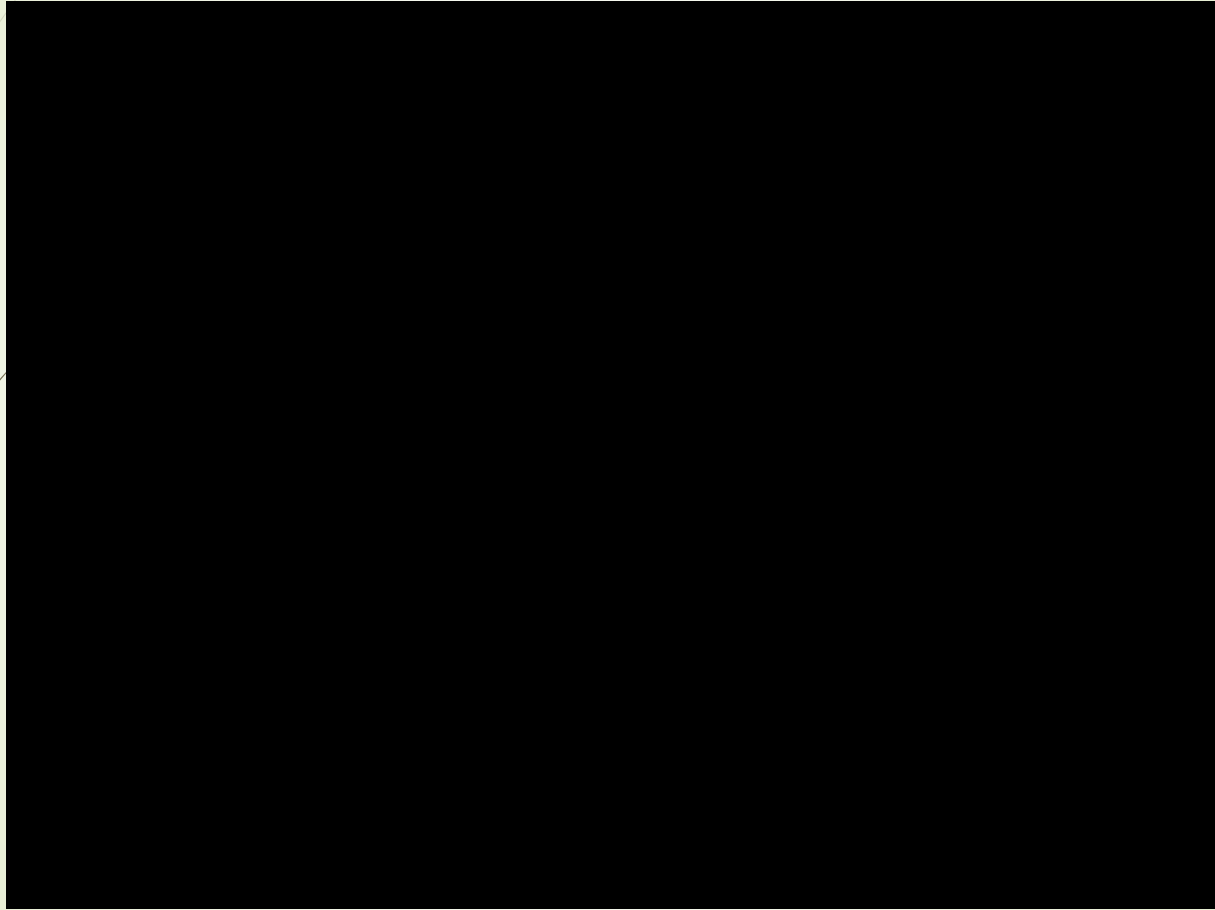
Annual Library Board Training Session

April 9, 2021

Facilitator: Juan Lee, Wasatch County Library



Most Important Responsibility



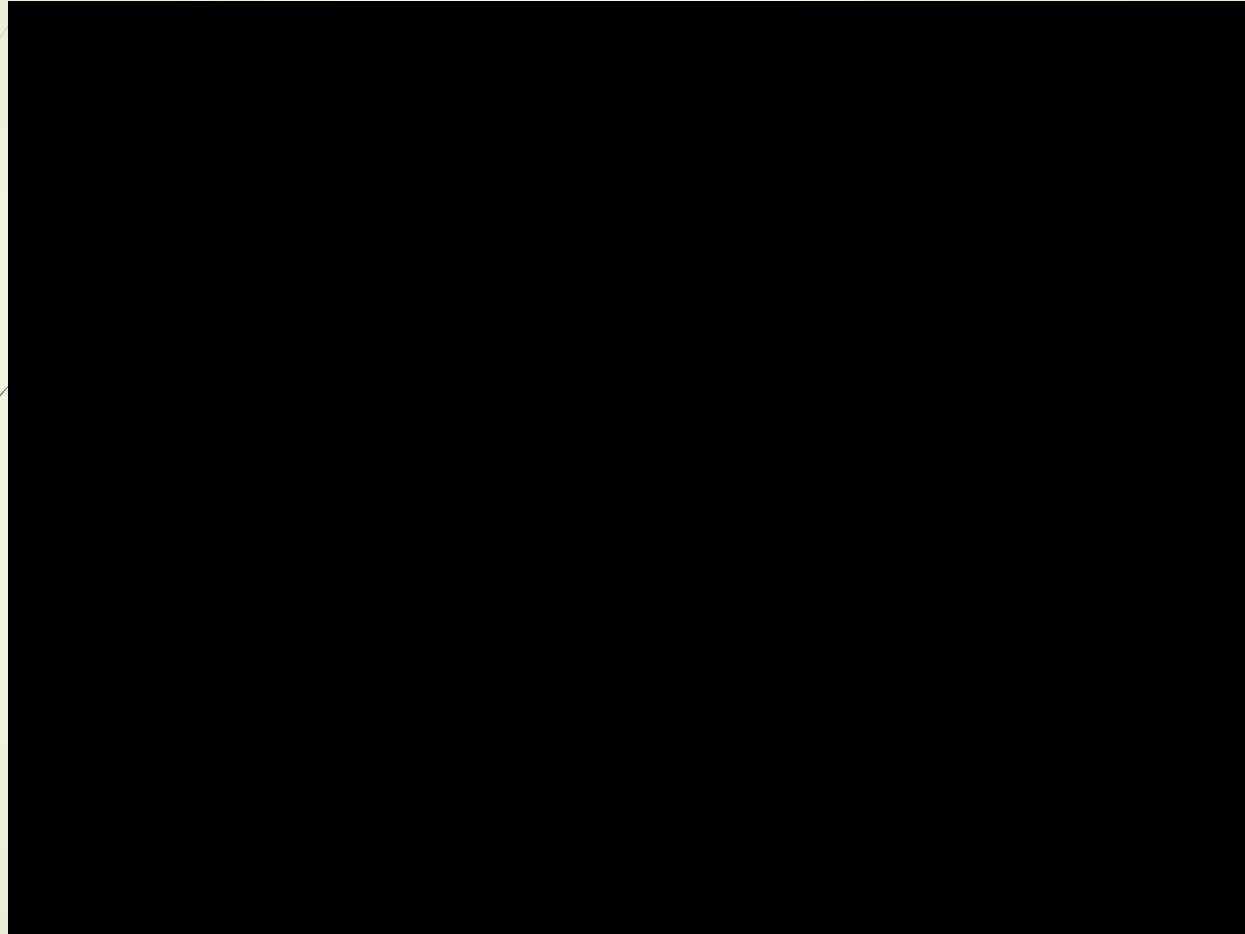


Characteristics of a **G**ood **T**rustee





Relationship **T**rustee & **D**irector



Discussion



Library Board Roles & Responsibilities

- ▶ Principles in Librarianship & the Library Bill of Rights
- ▶ Library Governance & Legal Responsibility
- ▶ Trustee Code of Ethics
- ▶ Roles & Golden Rules



Libraries: an **American Value**

- **Principles in Librarianship & the Library Bill of Rights**

(July 2018 Manual pages 5, 6 & 52)



Boards: **G**overning vs **A**dvisory

- ▶ **Library Governance & Legal Responsibility**

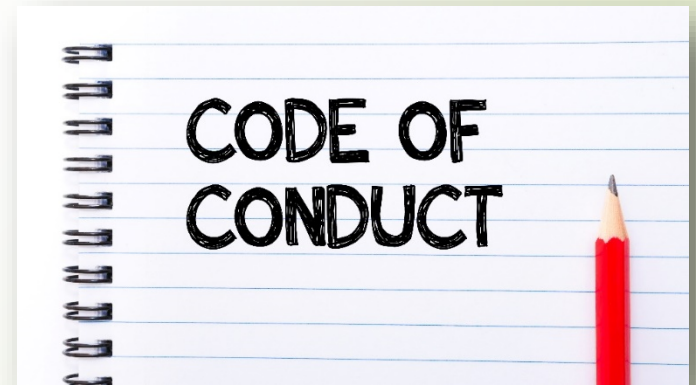
(July 2018 Manual
pages 8, 10 & 56)



Ethics

▶ **Trustee Code of Ethics**

(July 2018 Manual page 12-13)



Golden Rules

► Roles & Golden Rules

(July 2018 Manual pages 36-38)

A word cloud of organizational functions. The word 'ADVOCACY' is the largest and most prominent, centered in the middle. Other words are arranged around it in various orientations and sizes. 'PERSONNEL' is written vertically on the left. 'PLANNING' is written vertically on the top right. 'FINANCES' is written vertically on the bottom right. 'GOVERNANCE' is written vertically on the bottom left. 'PUBLIC RELATIONS' and 'POLICY MAKING' are written horizontally on the left side. 'CONTINUING EDUCATION' is written horizontally on the right side.

PERSONNEL
PLANNING
ADVOCACY
CONTINUING EDUCATION
PUBLIC RELATIONS
POLICY MAKING
GOVERNANCE
FINANCES

Library Trustee Center

library.utah.gov/trustees

LEARNING RESOURCES

[↓ The Utah Public Library Trustee Manual \(pdf\)](#) – Your best source

▶ [Short Takes for Trustees](#) – Brief online videos produced by **Unit Friends and Foundations**. These short videos (8-10 minutes each) about the important role that Trustees play in the governance of the means to be a Trustee (discussing the broad fiduciary responsibilities as well as how to set policy, how to evaluate the library director (and ethical and parliamentary standards for boards – both governing and *YOU MUST LOGIN BEFORE YOU CAN WATCH THE WEBINARS*. For the *Library Public Library Consultants*.

▶ [Trustee Academy Courses](#) – Online webinars produced by **Unit Friends and Foundations**. *Access for Utah Trustees is paid by the State. WEBINARS. For the login & password contact your library director or*

- Trustee Competencies (33 minutes)
- Working Effectively with Your Library Director
- The Library's Budget for Trustees
- Standing Up for Intellectual Freedom
- Everyday Advocacy: Why the Library Matters!





[↓ Finding New board Members \(pdf\)](#) – Recruiting document from Harford Co qualifications, sample questions asked of candidates, and a sample application

[▶ Advocacy is not the work of a season; it is the work of a generation](#) – Archived Webinar
Learn how to tell a succinct, powerful story about the value of libraries. Based on the latest findings of brain research, this session focuses on turning the evidence into clear and memorable messages that build support. *Webinar brought to you by Webinars on Demand*

[▶ Trustees On Track](#) – This collection of eight videos, produced by the Utah State Library, share the experiences and thoughts on topics that every library board faces.

[▶ Trustee Trouble: The misadventures of a new library board member](#) – Watch with Dan, a new library trustee, as he muddles through his first year on the library board.

[▶ Utah Library Association's Trustees and Friends Round Table](#) – Maintains a list of opportunities from around the country.

[↓ Getting Grants in Your Community \(pdf\)](#) by Sally Gardner Reed & Beth Nawrocki

- Example: [Book for Babies Grants](#)

[▶ Library Campaign Training Institute](#), American Library Association's Office for Library Campaigns, and the American Library Association are coming together with the ultimate goal of reaching out to Yes voters and getting them to the polls.



TOOLS FOR TRUSTEES

[Board Roles & Responsibilities | Board Orientation](#) (National Council of Nonprofits)

[North Dakota Public Library Trustee Manual](#) (pdf)

[Advocacy Resources from United for Libraries](#)

[Ethical Responsibilities for Fiduciary Boards](#) (pdf)

[Library Laws of Utah \(Utah Code\)](#), Utah State Library

[Library Trustee Self-Evaluation](#) (pdf), Utah State Library, 2009

[Keeping Public Libraries Public: A Checklist for Communities Considering Privatization of Public Libraries](#) (pdf), American Library Association, 2011

[Sample Agenda Procedure for Library Board Meetings](#)

[State Library Consultants](#) – Our librarians can provide basic trustee orientation on various topics including roles and responsibilities, library policy and procedures, library law, personnel issues, running a meeting, library advocacy, and strategic planning.

[LTA Policy Database](#) – Searchable database of library policies compiled and maintained by the Library Trustees Association of New York State. You can use this information to search sample policies that you may customize and use in your library.

STATISTICS – KEY LIBRARY PERFORMANCE MEASURES & COMMUNITY INDICATORS

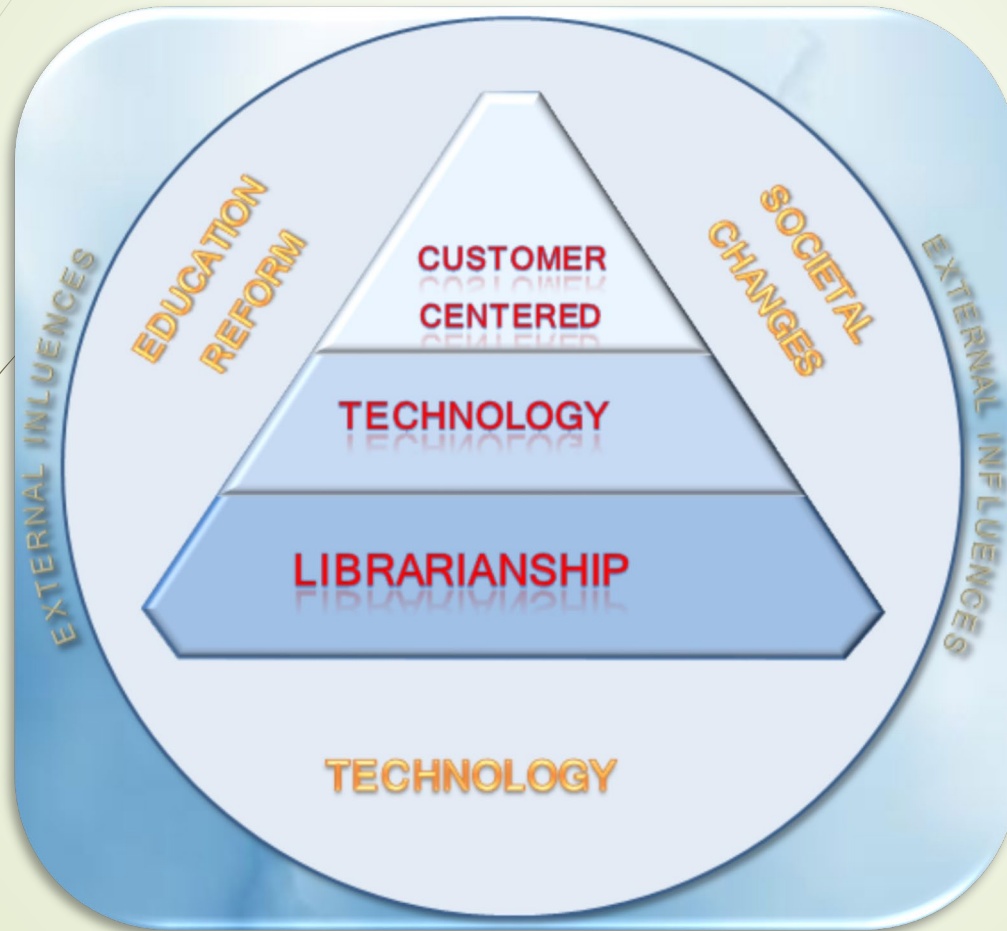
- [NACo County Explorer – Mapping County Data](#) (National Association of Counties)
- [Library Value Calculator](#) (American Library Association)
- [CPI Inflation Calculator](#)
- [Utah Library Datasets](#)
- [Utah Public Library Statistics](#), Utah State Library

ORGANIZATIONS

- [Trustees and Friends Round Table \(TAFRT\)](#), Utah Library Association
- [Association of Library Trustees, Advocates, Friends and Foundations \(ALTAFF\)](#), American Library Association.



21st Century Library



“... but this is not the library of my childhood!”

External Influences

society

- Digital society
- Continuous, uninterrupted information access
- Digital natives who are information literate
- Global economy & marketplace
- Information & reference competition

technology

- Rapid changes
- Mobile access
- Information overload
- Multiple information formats
- Multiple delivery methods

education

- 21st Century Skills
- Digital natives being taught advanced information literacy skills
- Engaged and Collaborative learning

“How Americans work, govern, live, learn and relax is changing in fundamental ways.”

Alan S. Inouye, Roll Call, 07/20/15



Changes... Changes... Changes...

	20TH CENTURY	21ST CENTURY
Number Jobs / Lifetime	1-2 jobs	10-15 jobs (US Department of Labor 2004)
Job Requirement	Mastery of one field	Simultaneous mastery of many rapidly changing fields
Job competition	Local	Global
Work Model	Routine; hands-on; fact based	Non-routine; technical; creative; interactive
Education Model	Institution centered; formal degree attainment is primary goal	Learner centered; self-directed, lifelong learning is primary goal
Organizational Culture	Top down	Multi-directional (bottom-up, top down, side to side, etc.)



Changes in Libraries



20TH CENTURY MUSEUM/LIBRARY

Primarily content-driven

Mostly tangible objects (art, books)

One-way information (institution presents information to audiences)

Focus on presentation and display

Emphasis on enhancing knowledge

Acts independently

Located in community (operates independently)

Learning outcomes assumed, implied (content knowledge and skills like critical thinking tend to be byproducts of programming)

Institution leads content development (content tightly edited and controlled)

21ST CENTURY MUSEUM/LIBRARY

Combination of audience- and content-driven

Combination of tangible and digital objects

Multi-directional (co-created experiences involving institution, audiences, and others)

Focus on audience engagement and experiences

Emphasis on enhancing knowledge and 21st century skills

Acts in highly collaborative partnerships

Embedded in community (aligned with and acts as a leader on community needs/issues)

Learning outcomes purposeful (content knowledge and 21st century skills like critical thinking are visible, intentional outcomes of audience experiences)

Content co-created among diverse partners and audiences; accessible in multiple ways



What does this mean for us?



**What can
the Library
Board do?**

Your Library Needs You!



**Your
Community
Needs
You!**

**Get
Involved!**