

Chapter 2

Governance and Administration

In order for Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library and the regional library system to which they belong, have a written mission statement, a long-range plan, and periodically review policies and procedures that reflect the needs of the local community.

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

Library boards carry the full responsibility for the library and its policies. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Applicable Core Standards—Please see Core Standards 1 to 24 in Chapter 1.

Governance and Administration Standards

1. The board-approved mission statement and long-range plan are developed by the board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library.
2. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - Write, call, or visit legislators
 - Attend meetings of other units of local government
 - Serve on ALA, ILA, or system legislative committees
 - Participate in other community organizations that have similar legislative interests
 - Include the subject of legislation on board meeting agendas
 - Provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix I)
5. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.

In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

- Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

7. Library keeps adequate records of library operations. (See Appendix G)

Governance and Administration Checklist

- _____ Library has an elected or appointed board of trustees.
- _____ Library has a qualified library administrator.
- _____ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- _____ Library administrator prepares monthly reports (including statistics) of operations and services, including statistics, for the board's review.
- _____ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- _____ Library has a mission statement and a long-range plan.
- _____ Library maintains an understanding of the community by surveys, hearings, and other means.
- _____ Library board reviews library policies on a regular basis.
- _____ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- _____ Library develops an orientation program for new board members.
- _____ Library board members attend local, regional, state, and national conferences pertinent to libraries.
- _____ Library keeps adequate records of library operations.

Bibliography

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- Matthews, Joseph R. *Strategic Planning and Management for Library Managers*. Westport, Conn.: Libraries Unlimited, 2005.
- Moore, Mary Y. *The Successful Library Trustee Handbook*. Chicago: ALA, 2005.
- Nelson, Sandra S. *Creating Policies for Results: From Chaos to Clarity*. Chicago: ALA, 2003.
- _____. *Managing for Results: Effective Resource Allocation for Public Libraries*. Chicago: ALA, 2000.
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- _____. *Strategic Planning for Results*. Chicago: ALA, 2008.

Appendix I

Topics Recommended for New Trustee Orientation

1. Mission statement, long-range plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 3rd ed. Chicago: Illinois Library Association and Illinois State Library, 2004.
4. *The Freedom to Read*, the *Library Bill of Rights*, and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 2.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report (IPLAR)*.
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, Minn.: West), issued biennially by the ILA.
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of library Web sites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Introduction to Capwiz (<http://capwiz.com/ala/il/>) on the ILA Web site for legislative information
14. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: ILA, 2007.