

Ethics Statement for Public Library Trustees

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situations.

It is incumbent upon any trustee to disqualify themselves immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support, to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

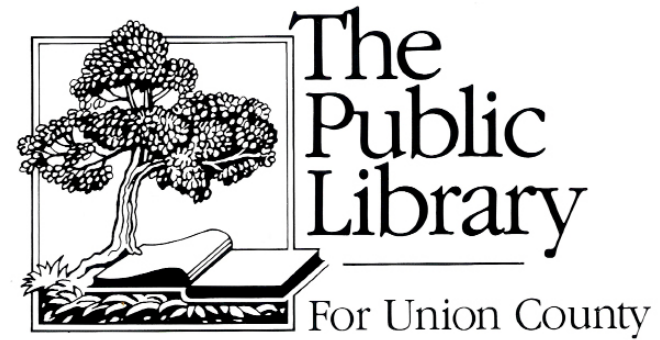
*Adopted by the Board of Directors of the American Library
Trustee Association, July, 1985*

*Adopted by the Board of Directors of the Public Library
Association, July, 1985*

*Amended by the Board of Directors of the American Library
Trustee Association, July, 1988*

Approval of the amendment by the

Board of Directors of the Public Library Association. January, 1989



Application for Candidates for the Board of Trustees of the Public Library for Union County

The Board of Trustees of the Public Library for Union County invites applications for an open position on the Board.

The Public Library for Union County (PLUC) is the headquarters library for the Union County Library System. Financial support for the library comes from a county library tax, state aid, and fundraising. The library facility at 255 Reitz Blvd. is open 56 hours a week, hosting more than 91,000 visitors annually and lending over 180,000 items every year. The annual budget is approximately \$775,000 with a library staff of 14 persons.

Board members must reside in Union County. The term of office is three years, and trustees may serve three consecutive terms.

The Board meets on the second Monday of each month at 6:00 p.m. in the library's multipurpose room. Committee meetings are also scheduled throughout the year. In the spirit of the Ethics Statement for Public Library Trustees, printed on the back of this form, Board members are expected to make a commitment to active participation, support consistent attendance at Board meetings, and actively support fund-raising.

The mission of the Public Library for Union County is to offer free public access to all of its resources. The Library collections and services are developed and maintained for the education, intellectual stimulation, and pleasure of all residents of the county community. Accordingly, Library materials and programs reflect a commitment to enriching and enhancing the lives of all patrons.

Trustee Job Description Public Library For Union County

JOB TITLE: Library Trustee

GENERAL FUNCTION: Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the Public Library for Union County.

ACCOUNTABILITY: Trustees are accountable to the taxpayers of Union County, elected officials, library patrons, and to fellow trustees.

EXPECTATIONS:

- Understand and support the library's vision, mission, goals and leadership and by-laws.
- Hire, evaluate, and support a competent library director who is responsible for the daily operations of the library.
- Establish and uphold policies and long-term goals for the library.
- Work to assure sound financial management of the library.
- Attend all board meetings and participate appropriately. Give board president advance notice of need to be absent for good cause.
- Prepare for board meetings by reading board minutes and other materials sent out before the board meeting.
- Serve on at least one board committee.
- Contribute time, in a meaningful way, to at least one library fundraiser annually.
- Attend donor events.
- Make an annual financial contribution to the library.
- Advocate for the library through such things as grassroots letter writing, email and telephone campaigns, and forming relationships with other organizations.
- Attend one outside training each year (trustee institute, workshops at the district center, webinars) and report back to the board.

EXPECTATIONS CONT:

- Become informed about the services offered by the library and promotes these services in the community.
- Abide by majority decisions reached by the Board and publicly support these decisions.
- Keep up with current library trends and practices through reading the literature, attending professional meetings, visiting other libraries and talking to trustees from other libraries.
- Be courteous and respectful to all members of the board, library staff, volunteers, and donors.
- Respond to communications needing action in a timely manner.

QUALIFICATIONS:

- Commitment to provide the best possible library service for the community
- An abiding interest in the library and the community
- Knowledge of the political climate of the community
- Readiness to devote time and effort to the duties of trusteeship
- Ability to work with people, lead meetings, and communicate effectively
- Commitment to freedom of expression and inquiry for all people.
- Be proficient with modern technology and communications used by the library, both as services offered and as internal services used.
- Resides in Union County



**The Public Library
for Union County**
255 Reitz Blvd., Lewisburg, PA 17837
570-523-1172

Library Hours

Monday, Tuesday & Thursday: 9:30 am to 8:30 pm
Wednesday, Friday & Saturday: 9:30 am to 5:00 pm
Sunday: Closed

UnionCountyLibraries.org