

A PRELIMINARY SURVEY OF LIBRARY BOARD TRUSTEES
FROM FOUR LIBRARIES IN PENNSYLVANIA

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INTRODUCTION

When Clifford Lange wrote his assessment of the rural public library trustee, he brought up the question: "Is it necessary to differentiate rural public library trustees and urban public library trustees?" (1) He states further that "attempts to answer this question led to the conclusion that such differentiation is not useful in relation to the duties and responsibilities of trustees." (2)

The duties and responsibilities of the librarian and the library trustee have long been the subject of much discussion. While much of the trustee literature, including Virginia Young's guidebook for the library trustee, (3) defines those duties and responsibilities, questions remain about the respective roles.

Is the size of the community or library a factor in the interpretation of those duties and responsibilities? The subject of this survey is the role of the library board in the day to day operation of the library. Contrary to what Lange says, discussions with librarians indicated that there may be reason to believe that the level of involvement decreases as the size of the community increases. One librarian at a library located in a small community suggested that too much time was taken at board

meetings to determine what color of ink should be used for the date due stamp. Another librarian suggested that not only does the level of involvement decrease as the size of the community increases, but that the board's liability increases.

The Center for the Study of Rural Librarianship at Clarion University of Pennsylvania decided to conduct an exploratory survey to see if there was any indication that there are differences between the boards in small communities and those in larger communities with respect to involvement. If, in fact, differences were indicated, a further, larger and less regional study should be conducted.

METHODS AND PROCEDURES

A telephone survey of library board members was conducted from Nov. 2 through Nov. 22, 1985. Library boards to be surveyed were chosen according to the size of the community they represent. All of the libraries were in Pennsylvania.

To protect the anonymity and confidentiality of both the library and the board members, the communities will be referred to by numbers I-IV with community I being the smallest and IV being the largest.

Library I is located in a community with a population of around 1,500. It serves a population of about 10,000. Annual circulation is around 25,000. Its 1985 budget was \$23,000. The library contains 19,000 volumes, with 35 books per subject.

Library II is located in a community with a population of approximately 6,000. It is the county library and serves a

population of about 40,000. It has an annual circulation of about 114,000. Library II's 1984 budget was \$72,000. The library contains 26,000 titles, with 104 books per subject.

The community that library III serves has a population of over 30,000. Its annual budget is \$492,851. The library contains 123,000 volumes with 414 books per subject.

The largest of the libraries surveyed is located in a community with a population of over 100,000. Library IV serves a population of about 300,000. Its circulation is around 1,300,000. The 1984 budget was \$1,980,516. The library contains 390,000 volumes representing 210,000 titles. Currently there are 550 books per subject. Unlike the other libraries included in this survey, its board consists of nine members. It has no real control over the budget. That power is retained by the county government.

The administrators of the four libraries were phoned for permission to contact the library board president and to be included in the survey. Permission was asked of the board president to survey the other board members. Two of the four board presidents furnished the names and phone numbers of the other members of the board. In the other two instances that information was furnished by the library administrator. All four of the board presidents also agreed to participate in the survey themselves. Phone calls were placed both during the day and in the evening. If a board member was not available to answer the survey, an appointment to call at a later date was

made.

Only the responses of the first six trustees contacted from each board were included in tabulating the results of this survey. That was determined because only six respondents from library III could be reached. One board member moved and could not be found through directory assistance. One board member in community I was reached but did not have time to respond. He was phoned on three different occasions, one of which was at a time he suggested. Even then the board member did not have time to respond. The phone number of the surveyor was given, but the surveyor did not receive a return call.

RESULTS

Most of the board members surveyed seemed to feel that the library board should maintain a low profile in the day to day management of the library (Q1a.). Size of the community didn't seem to make any difference in the way the trustees responded. Yet when asked if the librarian should first consult the board before purchasing controversial materials, the size of the community did seem to matter (Q1b.). Five of the board members from library I were either neutral or agreed with the statement, while of the responses given by the trustees of library IV, the largest library, only one agreed and one was neutral.

The perceived role of the librarian also seems to be an area where the size of the community makes a difference. When asked if the job of the librarian is first and foremost to suggest books for the patron to read (Q1c.), there was more agreement in

the smaller libraries, with two in agreement in library I and three agreeing in library II. No one from library IV agreed with the statement.

A master's degree in library science is not seen to be a necessary requirement (Qld.) by any of the board members of library I. While one might expect that all of the board members from library IV would agree that the degree is necessary, that is not so. Only two board members thought that a master's degree was necessary, while three disagreed. The degree was considered to be necessary by four respondents from library III. Responses to this statement might suggest less difference because of size than the particular characteristics of the communities.

There was also a difference between the library boards when asked to respond to the statement "If the librarian were ill and if time would permit, I would feel comfortable to fill in for her" (Q10). Four board members each from libraries I and II agreed with the statement, while two disagreed. Only one agreed from library III, even though on question 11, four felt they knew as much about their library as the librarian. No one from library IV would feel comfortable to fill in for the librarian. The size of the library does seem to make a difference with this question. It probably has much to do with the complexity of the librarian's job.

As one might suspect the smaller the library, the more likely there seemed to be a feeling of remoteness from the state library. Four of the board members from library I responded that

they agreed or were neutral to the statement "I don't think the people in the state library really care what is going on in our library" (Q1f.). Disagreement with this statement grew with the size of the community. Three disagreed from library II. Four from library III and all six from library IV disagreed. Membership in library associations such as the Pennsylvania Library Association and ALA (Q18) followed much the same pattern. No one from libraries I and II were members. Four trustees from library III held membership, while three from library IV also were members of such associations.

Board members from library I are much less hesitant to give instructions to a library staff member if they see something that needs to be done (Q1g.). Five responded by agreeing or being neutral to the statement. In each of the remaining libraries, two agreed and four disagreed with the statement.

There was also a difference between the responses of board members from library I and the other three libraries on the question of the basic responsibility of the board. Asked whether the basic responsibility of the library board is fund raising (Q1h), four board members from library I agreed or were neutral, while all board members from the other three libraries saw the responsibility of the board as something different and disagreed.

Question 16, a related question, asked the board member to state three major responsibilities of a board member. Fund raising was mentioned by all board members except those from library IV. However, those board members did mention overseeing

finances and budget as their responsibility. Setting the policies was mentioned by members of each board. One board member from library II mentioned keeping an eye on the type of books selected as being part of the responsibility. Two board members from library IV mentioned the responsibility of making sure that there are materials to fill patron requests.

When asked if the library board is responsible for everything that happens in the library (Qli.), only one trustee from library IV agreed with that statement. Three disagreed and two were neutral. This was very different from the other libraries. All six from library III felt the board responsible. In a related question whether the library board should be the sole group that determines the policies of the local library (Qle.), almost all of the library board members surveyed agreed that responsibility is theirs.

There was much scattering of responses on whether the board knows what the community wants in terms of library service (Qlj.). Size of the community didn't seem to matter. The board members from libraries I and III responded the same way: four agreed; one disagreed; and one was neutral. Only two from libraries II and IV agreed with the statement.

The trustees seemed to feel that the library board does not know as much about libraries in general as the librarian (Qlk). Only one person from library I and one person from library III were neutral on that statement. All other board members agreed. Yet when asked to respond to the statement that "the library

board does not know as much about our library as the librarian" (Q11.), the board members were less willing to agree. There was a difference between the responses of the libraries. Three from library I disagreed, with a similar number agreeing. From library II, five agreed and one disagreed. The results from library III were interesting. Four felt the board knew as much about their library as the librarian. In library IV only one felt the same way.

Serving on the library board is not perceived to be a prestigious position (Q1n.) by the board members surveyed except perhaps in communities II and III. None of the board members in library IV agreed with the statement. However, there were four neutral responses. Perhaps they are modest. In community III four thought their position prestigious. That seems to contradict the findings in question 20 which asked "what percent of the community knows that you serve on the library board". The average response of the trustees in library III was 4.5%, compared to 13.08% in library IV, 33.75% in library I, and 26.0% in library II.

It may be interesting to note that even though only 4.5% of the community knows that the person is a library board member in community III, only one of the respondents from that board said that a member of the community has never approached him with library matters within the past year (Q21). Five board members from library II said that they had never been contacted. Only two from library I had never been contacted. By contrast, all of

the board members from Library IV had been contacted within the past year. The frequency of contact is very similar for all the boards except library II. Two board members from each of those three boards stated that they had been contacted 5 or more times within the past year.

On whether or not the board member thought the library is not the most important institution in the community (Q1m.), there seems to be a difference between the responses of libraries I and IV. Only one person from library I agreed with the statement, while four from library IV agreed. Size of the community and possibly the number of different institutions within that community, seem to play some part in the way the trustees responded.

Several questions were designed to determine the relationship, both informal and formal, between the trustee and the librarian. It was felt that these relationships would affect the level of involvement. Question 2 asked how many times per month the board member had informal contact with the librarian outside of the library. There were differences between the communities, but, trustees from library III had an average of 5.33 contacts per month. If you look at the other three libraries, the number of contacts decreases as the size of the community increases. Trustees from library I had an average of 3.33 contacts; library II had 2.5; and, library III had 1.17 contacts. There was no difference shown on whether or not the board member has ever entertained the librarian in his home (Q23). There also was no

difference between the boards as to whether the board member was related to the librarian (Q11). None were, although one of the trustees in library I was related to the past librarian.

As to whether or not the librarian belongs to any of the social organizations to which the trustee belongs (Q9), it is in the largest community, IV, that it is true. Four of the respondents from that community answered "yes", while none of the trustees from library I gave that response. In fact, the number of "yes" answers increased as the size of the community increased. One from library II indicated "yes"; two from library III; and as was stated, four from library IV.

Question 3 was designed to measure how often the board member was consulted by the librarian concerning library matters outside of the regularly scheduled board meeting. There were differences between the responses of the boards, but size doesn't seem to be the cause. Board members from library I are consulted an average of two times per month; library II, .63 times; library IV, 2.83 times. The board members from library III were consulted over 6 times per month. Perhaps that is why the trustees from library III feel that they know as much about their library as the librarian (Q11.).

Responses to a related question were also interesting. When asked how often within the past year have you been consulted about a library matter that you feel the librarian could or should have handled by himself (Q14), one respondent from library III responded 5+, while one of his colleagues responded 3-4. The

other members of the board responded "never." Board members from library IV responded similarly, with five responding "never" and one responding 5+. Four from library I responded "never," while two responded 1-2. Four members from library II also said "never," one said 1-2, and one 3-4.

Questions 7, 10, 12, 22, and 24 were designed to measure the relationship between the board member and the other members of the library staff. As one might suspect, all of the board members of library I knew all of the staff members by name (Q7), while the trustees of library IV could not say this. One person from library I was related to a member of the library staff (Q12), as was one person from library IV. There was really no difference between boards' responses to question 24, which asked if the trustee has ever entertained any other member of the library staff in their home. Two from library I, two from library III and one from library I answered yes. As was the case in question 9, the chances that the board member belonged to any social organizations that any other staff member belonged to (Q10) increased as the size of the community increased.

Question 22 asked whether a member of the staff, other than the library director has ever come to you with concerns about the operations of the library? One from library I, no one from library II, two from library IV said yes. Similar to the number of times the librarian consulted them outside of board meetings (Q3), four of the trustees from library III answered yes to this question.

The trustees from library III have also offered unsolicited advice to the librarian concerning the operation of the library outside of the library (Q15) more than the trustees of the other libraries. All six from library III indicated that they did. Two board members each from the remaining boards indicated that they have offered such advice.

All the board members from library I have participated in writing a grant proposal for the library (Q8a). No one from library II has participated in that activity. Two from library III and three from library IV indicated that they also have participated in that activity. Five trustees from library I have also spoken at club meetings on behalf of the library (Q8b) while none from library II, four from library III and only two from library IV have done the same thing.

Board members from library I are consulted by the president of the board concerning library matters outside of the regularly scheduled board meeting (Q4) much more frequently than the other libraries. Their average of 3.33 times may be inflated because the president and one of the board members are related. The averages of the other libraries are: library II, 0; library III, 1.7 times; library IV, 1.167 times.

The board members from library I are also more likely to have contact with other library board members between meetings (Q27). All board members stated that they had some contact, with three stating that they had 5 or more contacts between meetings. There are three board members from library II that have no

contact with other board members outside of the meetings. Only one said that he had contact with his fellow board members 5 or more times. No one from library III had contact with fellow board members more than 5 times between meetings. Two had no contact, and two each had 1-2 contacts, and 3-4 contacts. Almost all (five) of the members from board IV stated that they had 1-2 contacts with other library board members. One responded that he had 3-4 contacts.

Several questions were designed to give us an idea of who the trustees are. Library board members from library I have lived in their community an average of 26.5 years (Q29), and have served on the board an average of 4.75 years (Q30). Those from library II have lived in their community an average of 39.5 years and have served on the board 2.36 years. Board members from library III have lived in their community an average of 34.88 years and have served on the board longer than any of the other board members surveyed, an average of 10.6 years. Trustees from library IV have lived in that community an average of 22 years and have served an average of 4.25 years on the board.

Board members from the smallest library, library I, spend the most number of hours on library matters, excluding the regularly scheduled board meeting. They spend an average of 4.92 hours per month. Those from library III spend 3.167, from library IV, 2.5 hours per month. The least amount of hours spent on library matters is 1.67, spent by the board members from library II.

Questions 13, 25 and 26 are concerned with library use. Libraries II and III have board members who have not used the library within the past two months on library matters (Q13). Three members from library II gave that response, as did one member of the board from library III. On the reverse side, there were four members each from libraries III and IV who used the library 5 or more times within the past two months. Library I board members have all used the library, with three responding 5 or more times. Questions 25 and 26 asked about participation and attendance at library programs, such as book discussions. Size of the community did not seem to make much of a difference. Trustees from libraries I and IV responded similarly to the question on participation (Q25), with one who has participated and five who have not. None of the trustees at library II has ever participated in any of the programs, while three from library III have. There is not much difference when it comes to attendance (Q26). The responses are similar to question 25. Two from library I, one from library II, three from library III and one from library IV, has attended a library program.

Size of the community does seem to play some part in the number of boards or committees, other than the library board, within the community to which the board members belong (Q28). All of the board members from library IV belong to other committees or boards. They belong to an average of 2.33 boards or committees. Trustees from library III belong to an average of 1.83 boards. One board member serves only on the library board.

Of the library board members from library II, three serve on an average of .5 boards. Two board members from library I serve on an average of .67 boards or committees other than the library board.

The board members from library IV have completed the most education (Q31). Four of the six members have at least a master's degree and two have finished college. It may be surprising to some to find that three members from the smallest community, library I, have master's degrees and one of those three has two master's degrees. Only one of their members has only a high school diploma. Of the board members of library II, one has a master's degree, three have bachelor's degrees and one has a high school diploma. The education of the board members from library III is varied. One has a law degree; one a master's; one a bachelor's degree; one has finished some college; and two have high school diplomas.

None of the board members from Library I is now enrolled in or ever taken a formal course in library education (Q33). Three from library II have taken such courses. In fact, one board member took several courses for certification in college. One member from library III did likewise, while one board member from library IV has a M.S.L.S.

The related question asking whether the board member has ever participated in any type of training to prepare for serving on the library board produced very different results. In this case, no one from library II has ever participated in any type of

training, while all three of the other boards had three members respond that they had participated in such training. Most of the training was defined as workshops sponsored by the state or the Pennsylvania Library Association.

There is a difference of employment patterns between the boards. Five board members of library I work full time, while only two of those board members surveyed from library IV do the same. There are only three full time employees on the board of library II. Five persons work full time and one part time from library III.

Question 17 asked the board member to speculate on why he was selected to serve on the board of trustees. Three board members from library I mentioned interest in the library and library use as being a factor. Three others were on the board because they represented an organization in the community that must have representation on the board. No one from library II mentioned interest or library use, although one mentioned that she was related to the past librarian. Availability was mentioned by two members. One mentioned that she was chosen because of her cultural/moral beliefs background. Serving on library board III seems much more political. Four of the members mentioned that it was a political appointment. Background on the school board was given by the fifth member and the sixth had no idea why he was appointed. Politics also was mentioned as a reason by four members of board IV. The other two mentioned interest in libraries. One of those two was a librarian.

All four library boards are scheduled to meet twelve times per year, although one board member from library I reported that his board was scheduled to meet only six times per year.

CONCLUSIONS

Results from this survey certainly indicate that there are differences between the perceived role of the boards of trustees of the libraries studied. Size of the community does seem to be a factor in many of the responses.

There seems to be a big difference between responses of the trustees from the boards of the largest library and the smallest. Library board I appears to be much more involved in selection of materials, less hesitant to give instructions to the staff and more comfortable filling in for the librarian.

While there does seem to be some difference between the boards of the smallest library and the largest library, there is less difference between the responses of the other two. Perhaps the populations of libraries II and III are too similar.

One might think that the smaller the community, the more the librarian and the trustee would meet informally. This would offer the trustee more of an opportunity to be involved and have an influence on the day to day operation of the library. The results to those questions which might measure that, are surprising. The social lives of the trustees and that of the librarian don't seem to cross as much in the small community as they do in the large community.

The responses from library board III suggest something

completely unrelated to size of the community. The board members have served on the board much longer than the board members of the other boards. Perhaps that is why the responses from that library board are so different from those of the other boards. This board consists of six men and one woman. Realizing the danger in making such a statement, I wonder if the gender of the board members in this community didn't make some sort of difference also.

Membership on the boards of libraries III and IV seems to be much more political than the other two. This in itself might be related to the size of the community and have an effect on the responses.

If in fact it is true that there is a difference and that the smaller the library, the more involved, then there seems to be more need for continuing education for the board.

Further study seems to be indicated. This survey was meant only to be preliminary. A study of the actual board meetings might indicate further differences. The topics discussed and voted on could be weighted according to the day to day operations of the library. Perhaps attendance at those board meetings would be a factor which could be studied.

While this survey has not proven conclusively that the smaller the community, the more involvement, it has provided enough evidence to suggest that there are differences. Size of the community may be a factor. Further study is recommended.

Appendix A

1. Please indicate whether you agree, disagree or are neutral about the following statements.

a.) The library board should maintain a low profile in the day to day management of the library.

Library	Agree	Disagree	Neutral
I	4		2
II	4	2	
III	5	1	
IV	4	1	1

b.) The librarian should not purchase controversial materials without first consulting the library board.

Library	Agree	Disagree	Neutral
I	3	1	2
II	4	2	
III	4	1	1
IV	1	4	1

c.) The job of the librarian is first and foremost to suggest books for the patron to read.

Library	Agree	Disagree	Neutral
I	2	4	
II	3	3	
III	1	4	1
IV		6	

d.) A master's degree in library science is a necessary requirement for one to be a librarian.

Library	Agree	Disagree	Neutral
I		6	
II	2	4	
III	4	1	1
IV	2	3	1

e.) The library board should be the sole group that determines the policies of the local library.

Library	Agree	Disagree	Neutral
I	5	1	
II	4	2	
III	6		
IV	5	1	

f.) I don't think the people in the state library really care what is going on in our library.

Library	Agree	Disagree	Neutral
I	2	2	2
II	2	3	1
III	1	4	1
IV		6	

g.) I would not hesitate to give instructions to a library staff member if I saw something that needed to be done.

Library	Agree	Disagree	Neutral
I	4	1	1
II	2	4	
III	2	4	
IV	2	4	

h.) The basic responsibility of the library board is fund raising.

Library	Agree	Disagree	Neutral
I	2	2	2
II		6	
III		6	
IV		6	

i.) The library board is responsible for everything that happens in the library.

Library	Agree	Disagree	Neutral
I	4	2	
II	5	1	
III	6		
IV	1	3	2

j.) The library board knows what the community wants in terms of library service.

Library	Agree	Disagree	Neutral
I	4	1	1
II	2	4	
III	4	1	1
IV	2	3	1

k.) The library board does not know as much about libraries in general as the librarian.

Library	Agree	Disagree	Neutral
I	5		1
II	6		
III	5		1
IV	6		

l.) The library board does not know as much about our library as the librarian.

Library	Agree	Disagree	Neutral
I	3	3	
II	5	1	
III	2	4	
IV	5	1	

m.) The library is not the most important institution in the community.

Library	Agree	Disagree	Neutral
I	1	3	2
II	4	2	
III	2	4	
IV	4	2	

n.) Serving on the library board is a prestigious position.

Library	Agree	Disagree	Neutral
I	2	2	2
II	3	3	
III	1	5	
IV		4	2

2. How many times per month do you have informal contact with the librarian outside of the library?

Library	Av. # Contacts per month
I	3.33 (N=6)
II	2.50 (N=6)
III	5.33 (N=6)
IV	1.17 (N=6)

3. How often per month are you consulted by the librarian concerning library matters outside of the regularly scheduled board meeting?

Library	Av. # Consults per month
I	2.0 (N=6)
II	.63 (N=6)
III	6.0+ (N=6)
IV	2.83 (N=6)

4. How often per month are you consulted by the president of the board concerning library matters outside of the regular scheduled board meeting?

Library	Av. # Consults per month
I	3.33 (N=5)
II	0 (N=5)
III	1.70 (N=5)
IV	1.17 (N=5)

5. Excluding the regularly scheduled board meeting, how many hours do you spend on library matters?

Library	Av. # Hours per month
I	4.92 (N=6)
II	1.67 (N=6)
III	3.17 (N=6)
IV	2.50 (N=6)

6. How many times per year is your library scheduled to meet?

Library # Times per year

I	12*
II	12
III	12
IV	12

* One board member gave the response of "6"

7. Do you know all of the library staff members by name?

Library Yes No

I	6	
II	3	3
III	3	3
IV		6

8. Have you ever participated in either of the following activities?

a.) Writing a grant proposal for the library

Library Yes No

I	6	
II		6
III	2	4
IV	3	3

b.) Speaking on behalf of the library at club meetings, etc.

Library Yes No

I	5	1
II		6
III	4	2
IV	2	4

9. Does the librarian belong to any social organizations to which you belong?

Library Yes No

I		6
II	1	5
III	2	4
IV	4	2

10. Does any other library staff member belong to any social organization to which you belong?

Library Yes No

I		6
II	2	4
III	2	4
IV	3	3

11. Are you related to the librarian?

Library	Yes	No
I		6
II		6
III		6
IV		6

12. Are you related to any other member of the library staff?

Library	Yes	No
I	1	5
II		6
III		6
IV		6

13. Please indicate how often you used the library within the past two months on non-board matters.

Library	Never	1-2	3-4	5+
I		2	1	3
II	3	1	1	1
III	1	1		4
IV		1	1	4

14. How often within the past year have you been consulted about a library matter that you feel the librarian could or should have handled by himself?

Library	Never	1-2	3-4	5+
I	4	2		
II	4	1	1	
III	4		1	1
IV	5			1

15. Have you ever offered unsolicited advice to the librarian concerning the operation of the library outside of the library?

Library	Yes	No
I	2	4
II	2	4
III	6	
IV	2	4

16. Please state three major responsibilities of a board member.

Library I- First Response (N=6)

policy

policy

to maintain relationship with the county system

be enthusiastic about the library

attend board meetings

raising money

Library II- First Response (N=6)

financial responsibility
establishment of long-range plans and objectives for the library
budget
be interested
be present at all meetings
attend meetings

Library III- First Response (N=6)

fund raising
be willing to give time for board meetings
finances
to oversee the operation of the library
accountable for money
make sure bills are paid

Library IV- First Response (N=6)

policy
oversee the policies of the library
oversee the librarian
set policy
to participate on various committees
attune to the needs of the community - make sure the library has
the materials that are requested

Library I- Second Response (N=6)

make sure materials are available
participate in fund raising
be interested in reading
oversee budget
approve budgeting
fund raising

Library II- Second Response (N=6)

decide policies
be interested in problems
attend meetings
personnel - make sure the librarian hires the right kind of
people
act as public's representative
maintenance

Library III- Second Response (N=6)

to secure head librarian
be involved with public relations
personnel - hiring for entire library
to form policies
setting policies
make sure building is open

Library IV- Second Response (N=6)

to maintain an atmosphere conducive to library usage
planning
oversee finances
establish policy
to represent county branches (independent county libraries)
oversight of director's responsibility

Library I- Third Response (N=6)

make sure the librarian thinks of ideas to bring people into the library (story hours)
help procure grant money
be interested in the community
participate in fund raising and other activities to improve the library
make sure there is financing
congruency - continuation of past, present and future goals

Library II- Third Response (N=4)

financial matters
keep an eye on the type of books selected
oversee the librarian
hire the librarian

Library III- Third Response (N=6)

make sure the library is adequately staffed
act as liaison between the city and library
to keep track of financial matters
liaison between the city and the library
be an avid user of the library
establish policy

Library IV- Third Response (N=6)

to OK major projects
be aware of the day to day problem - eg. budget, personnel
maintain the building
budget
material requests from citizens
overall responsibility for general working of the library

17. Why do you think you were selected to serve on the board of trustees?

Library I (N=6)

-Big user of library.

-Was willing - originally on Junior Civic Club which must be represented on the library board.

-They needed someone from my town. They knew me because I use the library a great deal.

-Because of interest in the community and the library.

-I am president of the borough council and it is automatic.

-I represent the Junior Civic Women's Club which must be represented on the library board.

Library II (N=6)

-They needed someone. I had an in because I am an educator.

-I raised and educated four children am interested in the library and live next door.

-My mother had been the librarian for years.

-A friend asked me. Her term expired. She wanted someone with the same cultural/moral (the term "religious" was mentioned with some hesitation.) background to serve.

-I was available.

-I am a borough councilman. Newly elected councilpersons are asked to serve on the library board.

Library III (N=6)

-I applied for the job through the mayor.

-Politics.

-Political appointment.

-Background on school board - the type of job that I've had.

-Tried for years to get on board - political.

-No idea. One of the board members asked me to serve.

Library IV (N=6)

-Political appointment. County councilman asked me what committees I would like to serve on.

-Minority representation. Political appointment.

-Interest in libraries.

-I was a librarian.

-Because I live in the county and the commissioners needed me.

Interested in libraries. Political appointment.

-On-going interest in county government. I was the right person at the right time.

18. Are you a member of any library association including PLA or ALA?

Library	Yes	No
I		6
II		6
III	4	2
IV	3	3

19. How satisfied are you with your participation on the board?

Library	Very	Somewhat	Neither	S. Dissatisfied	V. Dis.
I	3	3			
II	4	2			
III	6				
IV	3	1	1	1	

20. What percent of the community knows that you serve on the library board?

Library	Av. % of community
I	33.75 (N=6)
II	26.00 (N=6)
III	4.50 (N=4)
IV	13.08 (N=6)

21. How often within the past year has a member of the community approached you with library matters?

Library	Never	1-2	3-4	5+
I	2	1	1	2
II	5		1	
III	1	2	1	2
IV		3	1	2

22. Has a member of the staff, other than the library director, ever come to you with concerns about the operation of the library?

Library	Yes	No
I	1	5
II		6
III	4	2
IV	2	4

23. Have you ever entertained the librarian in your home?

Library	Yes	No
I	2	4
II		6
III	2	4
IV	1	5

24. Have you ever entertained any other member of the library staff in your home?

Library	Yes	No
I	2	4
II		6
III	2	4
IV	1	5

25. Have you ever participated in any of the programs, such as book discussions, offered at the library?

Library	Yes	No
I	1	5
II		6
III	3	3
IV	1	5

26. Have you ever attended any of the programs, such as book discussions, offered at the library?

Library	Yes	No
I	2	4
II	1	5
III	3	3
IV	1	5

27. How often do you have contact with other library board members between meetings?

Library	Never	1-2	3-4	5+
I		2	1	3
II	3	1	1	1
III	2	2	2	
IV		5	1	

28. Are you presently a member of any other board or committee within your community?

Library	Yes	No
I	2	4
II	3	3
III	5	1
IV	6	

If yes: How many?

Library	Av. # of boards/committees
I	.67
II	.50
III	1.83
IV	2.33

29. How long have you lived in this community?

Library	Av. # of years
I	26.5 (N=6)
II	39.5 (N=6)
III	34.8 (N=6)
IV	22.0 (N=6)

30. How long have you served on the board?

Library	Av. # of years
I	4.75 (N=6)
II	2.36 (N=6)
III	10.60 (N=6)
IV	4.25 (N=6)

31. Please indicate the highest level of formal schooling that you completed.

Library I

- Master's
- Master's
- Finished college
- Two Master's
- High school
- A.A. Business college

Library II

- Master's
- R.N.
- High school
- Finished college
- Finished college
- High school

Library III

- M.A.
- High school
- One year of college
- High school
- B.A.
- Law degree

Library IV

- Master's
- Master's
- Post college
- MSLS
- B.S.
- Finished college

32. Are you currently employed?

Library	Yes	No	FT	PT
I	5	1	5	
II	3	3	3	
III	5	1	4	1
IV	2	4	2	

33. Are you now enrolled in or have you ever taken a formal course in library education?

Library	Yes	No
I		6
II	3	3
III	1	5
IV	1	5

Specify:

- II -course in college
- courses for certification in college (2)
- III-teacher certification in library science
- IV -M.S.L.S.

34. Have you ever participated in any type of training to prepare you for serving on the library board?

Library	Yes	No	Type of training
I	3	3	district inservice county workshops(2)
II		6	
III	3	3	State library trustee section PLA trustee committee(2)
IV	3	3	workshop state program PLA workshops

Appendix B

LIBRARY BOARD QUESTIONNAIRE

_____ Board President

_____ Board Member

1. Please indicate whether you agree, disagree or are neutral about the following statements.

- A D N a.) The library board should maintain a low profile in the day to day management of the library.
- A D N b.) The librarian should not purchase controversial materials without first consulting the library board.
- A D N c.) The job of the librarian is first and foremost to suggest books for the patron to read.
- A D N d.) A masters degree in library science is a necessary requirement for one to be a librarian.
- A D N e.) The library board should be the sole group that determines the policies of the local library.
- A D N f.) I don't think the people in the state library really care what is going on in our library.
- A D N g.) I would not hesitate to give instructions to a library staff member if I saw something that needed to be done.
- A D N h.) The basic responsibility of the library board is fund raising.
- A D N i.) The library board is responsible for everything that happens in the library.
- A D N j.) The library board knows what the community wants in terms of library service.
- A D N k.) The library board does not know as much about libraries in general as the librarian.
- A D N l.) The library board does not know as much about our library as the librarian.
- A D N m.) The library is not the most important institution in the community.
- A D N n.) Serving on the library board is a prestigious position.

A D N o.) If the librarian were ill and if time would permit, I would feel comfortable to fill in for her.

_____ 2. How many times per month do you do have informal contact with the librarian outside of the library?

_____ 3. How often per month are you consulted by the librarian concerning library matters outside of the regularly scheduled board meeting.

_____ 4. How often per month are you consulted by the president of the board concerning library matters outside of the regularly scheduled board meeting?

_____ 5. Excluding the regularly scheduled board meeting, how many hours per month do you spend on library matters?

_____ 6. How many times per year is your library board scheduled to meet?

Yes No 7. Do you know all of the library staff members by name?

8. Have you ever participated in either of the following activities?

Yes No a. Writing a grant proposal for the library

Yes No b. Speaking on behalf of the library at club meetings, etc.

Yes No 9. Does the librarian belong to any social organizations to which you belong?

Yes No 10. Does any other library staff member belong to any social organization to which you belong?

Yes No 11. Are you related to the librarian?

Yes No 12. Are you related to any other member of the library staff?

13. Please indicate how often you used the library within the past two months on non-board matters.

_____ Never (0)

_____ 1-2

_____ 3-4

_____ 5 or more times

14. How often within the past year have you been consulted about a library matter that you feel the librarian could or should have handled by himself?

- Never (0)
- 1-2
- 3-4
- 5 or more

Yes No 15. Have you ever offered unsolicited advice to the librarian concerning the operation of the library outside of a board meeting?

Number of times within the past year?

If yes: What was the nature of that advice?

- circulation policies
- staffing
- selection of books
- matters concerning the library building or grounds
- other. Please specify. _____

16. Please state three major responsibilities of a board member.

17. Why do you think you were selected to serve on the board of trustees?

Yes No 18. Are you a member of any library association including PLA or ALA?

19. How satisfied are you with your participation on the library board?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

20. What percent of the community knows that you serve on the library board?

21. How often within the past year has a member of the community approached you with library matters?

- Never (0)
 1-2
 3-4
 5 or more

Yes No 22. Has a member of the staff, other than the library director, ever come to you with concerns about the operation of the library?

Yes No 23. Have you ever entertained the librarian in your home?

Yes No 24. Have you ever entertained any other member of the library staff in your home?

Yes No 25. Have you ever participated in any of the programs, such as book discussions, offered at the library?

Yes No 26. Have you ever attended any of the programs, such as book discussions, offered at the library?

27. How often do you have contact with other library board members between meetings?

- Never
 1-2
 3-4
 5 or more

Yes No 28. Are you presently a member of any other board or committee within your community?

If yes: How many? _____

_____ 29. How long have you lived in this community?

_____ 30. How long have you served on the board?

31. Please indicate the highest level of formal schooling that you completed. _____

Yes No 32. Are you currently employed?

- Full time?
 Part-time?

Yes No 33. Are you now enrolled in or have you ever taken a formal course in library education? If yes, please specify. _____

Yes No 34. Have you ever participated in any type of training to prepare you for serving on the library board? If yes, please specify.

NOTES

1. Clifford E. Lange. "The Rural Public Library Trustee: A Preliminary Assessment," Library Trends 28 (Spring 1980): p. 589.

2. Ibid.

3. Virginia Young, "Duties and Responsibilities of Trustees," in The Library Trustee : A Practical Guidebook, 3rd ed., Virginia Young, ed., (New York : R. R. Bowker, 1978) : p. 10.

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