

OAK LAWN PUBLIC LIBRARY

SUGGESTED READING LIST

FOR PUBLIC LIBRARY BOARD ORIENTATION

The Suggested Reading List for Public Library Board Orientation has been provided in part by ALA's United for Libraries featuring the Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF) and also includes selected titles published by the American Library Association (ALA) and Illinois Library Association (ILA). The included titles should be in the Library collection or in the Trustees Resource Collection.

Albrecht, Steve. **Library Security: Better Communication, Safer Facilities**. Chicago: American Library Association, 2015.

Ancel, Glink, Stewart H. Diamond and W. Britt Isaly. **Financial Manual for Illinois Public Libraries**. Chicago: Illinois Library Association, 2007.

This publication explains library financial management and related legal issues in a succinct and clear format. The authors Stewart H. Diamond and W. Britt Isaly are attorneys representing the firm of Ancel, Glink, Diamond, DiCianni & Krafthefer of Chicago.

Doyle, Robert P. and Robert N. Knight. **Trustee Facts File** (4th edition). Chicago: Illinois Library Association and Illinois State Library, 2012.

The Facts File is a concise guide for trustees serving any type of public library in Illinois. It is useful as an introduction for new trustees and valuable as an ongoing resource.

Graham, Warren. **The Black Belt Librarian: Real-World Safety & Security**. Chicago: American Library Association, 2012.

Hall, Kate and Kathy Parker. **The Public Library Director's Toolkit**. Chicago: American Library Association, 2019.

Illinois Library Laws & Rules. Chicago: Illinois Library Association, 2024.

Intellectual Freedom Manual, (11th edition). Chicago: American Library Association, 2026.

The Manual is a guide to current intellectual freedom issues including reference to legislation and court decisions that have occurred in recent years.

Moore, Mary Y. **The Successful Library Trustee Handbook**. Second Edition. Chicago: American Library Association, 2010.

Author Mary Y. Moore is not an Illinois Librarian, but she has spent nearly 40-years working in various types of libraries. She offers advice on the decisions facing trustees.

Nelson, Sandra S. **Strategic Planning for Results**. 2008.

Ms. Nelson's suggestions will help prepare libraries, small to big, for change.

Reed, Sally Gardner. **The Complete Library Trustee Handbook**. New York: Neal-Schuman Publishers, Inc., 2010.

Reed presents a clear overview of the roles and responsibilities facing library trustees. This book is particularly helpful in delineating the differences between the responsibilities of the Library Director and Board of Trustees.

Illinois Public Library Standards. Illinois Library Association, 2025. <http://ila.org/publications/illinois-public-library-standards>

Revised: 03/18/14, 03/21/17, 03/16/21, 03/24/26