



## **Guidelines for the UHLS Trustee of the Year Award**

*The Trustee of the Year Award was created to honor outstanding service to a member library. The Trustee who is honored is someone who initiated or was actively involved in a major program or service during the calendar year and who went above and beyond typical ongoing trustee duties.*

### **ELIGIBILITY**

*In order to be considered, nominees must meet all of the following eligibility requirements:*

- *Member of the Board of Trustees of a UHLS member library for the prior calendar year.*
- *Initiated and/or promoted service(s), program(s) or community involvement on behalf of the library.*
- *Demonstrated exemplary leadership characteristics.*
- *Pursued excellence in the library and sought to have the library make a difference in the community.*

### **EXAMPLES OF POTENTIAL AWARD WINNERS**

- *A Trustee who initiated creative services and programs that focused on the activity needs of young patrons. She began a Story and Craft Hour for pre-schoolers, wrote a grant and received financial support for the program. She wrote successful grants to support two years of the Summer Reading Program and oversaw twelve programs. She also arranged special orientation visits to the Library for kindergarten students and ensured that each student was issued a library card.*
- *A Trustee who demonstrated exemplary leadership qualities in her successful campaign for the rechartering of the Library. Through a combination of public meetings, and articles in the Library's newsletter, she advocated so persuasively that the charter vote passed by a wide margin, and the Library's annual financial support nearly doubled.*
- *A Trustee who was instrumental in obtaining the library's absolute charter, guided the library through the long move to a new building, and was responsible for writing several successful grants.*
- *A Trustee whose leadership and perseverance resulted in the planning and implementation of a successful library renovation project.*
- *A Trustee who has shown exceptional leadership in moving the library along in its search for a new facility: his architectural expertise and drive to achieve community support for the project were instrumental in bringing about the groundbreaking for the new library building.*
- *A Trustee who took on the project of preserving the genealogical and local history records in the library. She sought grants to support this project, investigated the feasibility of a library intern, and developed a partnership with the Rensselaer County Historical Society*

### **NOMINATION PROCEDURE**

- *An individual may be nominated by the library director or by a trustee. The nomination should be submitted on library letterhead and be accompanied by supporting materials.*
- *The UHLS Administration Committee will review the nominations and is responsible for the selection of the award recipient.*
- ***DEADLINE FOR NOMINATIONS: March 18, 2011***

### **NOMINATION REVIEW CRITERIA**

- ***Quality of the nomination***
  - a. *Clear, concise description of the nominee's qualifications and how they relate to the eligibility guidelines*
  - b. *Effective supporting materials*
- ***Services***
  - a. *Initiated a service, program or community involvement on behalf of the library*
  - b. *Promoted a service, program, or community involvement on behalf of the library*
- ***Advocacy***
  - a. *Demonstrated exemplary leadership characteristics*
  - b. *Pursued efforts that resulted in the furtherance of the existence of the library*
- ***Pursued excellence***
  - a. *Pursued excellence in the library*
  - b. *Sought to have the library make a difference in the community*

### **ANNOUNCEMENT OF AWARD**

- c. *The winner will be announced at the May UHLS Board meeting and the award will be presented at the June Annual Meeting.*
- d. *The award will consist of a framed certificate honoring the recipient's achievements.*
- e. *In the event that a recipient is not present at the Annual Meeting, the certificate will be given to the library's Board President or Director for presentation at the next Board meeting.*