

## Trustee Job Description

Job Title: Prescott Public Library Trustee

General Function: Formulates and approves the policies that guide the public library in providing services to the community.

Qualifications: A serious commitment to being a library trustee and to the provision of library services within your community. This includes the ability to attend regularly scheduled meetings. Willingness to become familiar with Wisconsin library laws and the *Wisconsin Public Library Trustee Handbook*.

Principle Activities:

- Approves library policy.
  - Periodically reviews and updates the library's policies.
- Hires, supervises, and evaluates the library director.
- Serves as an advocate for library funding.
  - Oversees fund raising efforts.
- Works with director to formulate the library's long-range plan.
- Approves staff salary ranges and benefits.
- Reviews and approves the annual budget and monthly expenditures as presented by the library director.
- Prepares for and attends regular board meetings
- Acts as an advocate for library through contacts with civic groups and public officials.
- Studies the needs and interests of the community and sees that they are met by the library.
- Considers attending Wisconsin Library Association conferences, IFLS workshops, and other training opportunities in order to expand knowledge of effective library service. Considers membership in the Wisconsin Trustees Association.