



800 Borner Street North  
Prescott, WI 54021  
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## Prescott Public Library Trustee Job Description

**Job Title:** Prescott Public 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 local public library.

**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*. Must have a commitment to freedom of expression and inquiry for all people.

### Principle Activities:

- Participate in the development and approval of library policies.
  - Reviews and updates the library's policies as presented by the library director on a regular and systematic schedule.
- Works with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director
  - Serves as an advocate for library funding.
- Hires, supervises, and evaluates the library director.
- Works with director to formulate the library's long-range plan,
  - Reviews and revises plan periodically.
- Helps determine and advocate for reasonable staff wages and benefits.
- Prepares for and attends regular board meetings
- Acts as an advocate for library through contacts with civic groups, 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 Library Trustees and Friends (WLTF).