



### What is a Library Trustee?

The American Heritage Dictionary defines

a trustee as "a member of a board elected or appointed to direct the funds and policy of an institution."



### What is the term for a Library Trustee?

Some Library Trustees are elected, others are appointed. Some Trustees serve for a six (6) year term, while other Library Board Trustees serve for a four (4) year term. Contact your library to learn more about your Library Board's term of service or how to become a Library Trustee.



### Are Library Trustees paid a salary?

As required by Illinois law, Trustees serve without compensation.

### Why does someone become a Library Trustee?

The reasons people become Library Trustees are as varied and diverse as the talents and skills that Trustees bring to their Library Boards. Generally, trustees bring a love of their library and appreciate the library's role as an important place in the local community.



### What is a Library Board and what does it DO?

The Library Board is the governing body of the library. The Library Board does NOT micromanage the library. The Library Board DOES:

- Hire and Evaluate the Library Director
- Oversee Library Funds
- Create Policies for the Library
- Advocate for the Library



### If you are interested in learning more about becoming a Library Trustee,

This section will be left blank allowing open space for the Local Library to insert information such as:

Name of Library Address

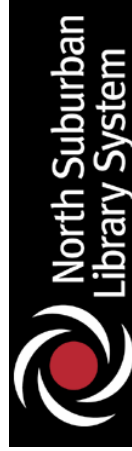
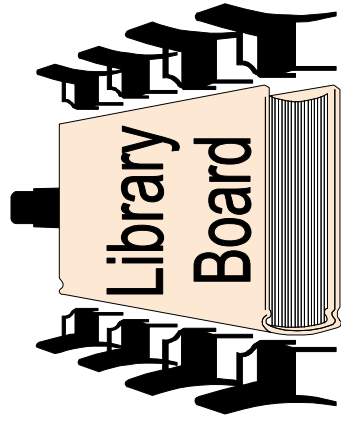
Contact Person, Position Phone Number Fax Number Web address Library Hours

Library Board Meeting Date and Time

Library Board Members

County Election Web Site

# What does a Library Trustee DO?



North Suburban Library System  
200 W. Dundee Road  
Wheeling, IL 60090  
(847) 459-1300 phone  
(847) 459-0380 fax  
Http://www.nsls.info

# What are the Duties and Responsibilities of a Library Trustee?

**1** Employ a competent, qualified library director.



**2** Create written policies to govern library operations and programs.



**3** Determine library purposes and secure adequate funds for programs.



**4** Know your community and its library needs, keep current on library standards and trends, support staff and director in carrying out library programs.



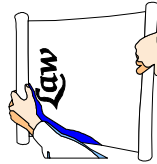
**5** Participate in library's public relations program.



**6** Prepare and approve annual budget.



**7** Know local and state library laws, and support library legislation in the Illinois and federal governments.



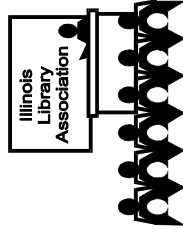
**8** Establish material selection policy for the library.



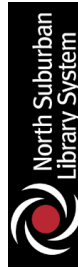
**9** Attend board meetings and see that accurate records are kept on file at the library.



**10** Attend Trustees meetings and workshops, join professional library organizations.



**11** Be aware of State Library and Library System resources.



**12** Report regularly to governing officials and the general public.

