



## An Invitation to Serve Your Library

The library depends on citizen involvement to ensure that its services are as reflective of community needs as possible.

The **Middleton Public Library Board of Trustees** is a 9-member board appointed by the mayor. As a governing and policy-making body, it guides the development of library services. Terms on the board are three years. The board meets on the second Tuesday of each month at 6p.m. at the library.

Effective trustees bring to the library knowledge of the community, a commitment to the rights of citizens to information, and willingness to continually maintain and strengthen library services in the Middleton area.

If you are interested in serving on the Middleton Public Library Board, please complete the form below and return it to the Library Director **on or before Wed. May 31<sup>st</sup>, 2017**. This expression of interest will make your name available for consideration by the mayor at the time of a vacancy, not guarantee appointment. For more information, please contact Library Director Jocelyne Sansing at 827-7425 or [jsansing@midlibrary.org](mailto:jsansing@midlibrary.org).

Thank you for your interest in the library!

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Address \_\_\_\_\_ Work phone \_\_\_\_\_

Education \_\_\_\_\_

\_\_\_\_\_

Work / volunteer experience \_\_\_\_\_

\_\_\_\_\_

Skills/Expertise that you can bring to the board \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Middleton Public Library Board of Trustees Job Description

References: Middleton City Ordinances, Chapter 2.11  
Wisconsin State Statutes, Chapter 43.58

## **Legal Responsibilities**

Members of the library board are mandated by Wisconsin to control

- Library funds
- Library property
- Library expenditures
- Selection, hiring, and evaluation of a library director

Members of the library board are required to maintain open records and hold open meetings under the requirements of Chapter 19 of the Wisconsin Statutes.

## **Fiduciary Responsibilities**

Public library trustees are public officers and therefore have a responsibility to:

- Obey federal, state, county, and local laws as they related to libraries
- Conform practices to board by-laws;
- Manage all library assets wisely;
- Recognize that the library's best interests must prevail over any individual interest;
- Attend board meetings regularly, participate actively, and ensure adequate record keeping and documentation; and
- Be diligent in developing library plans and policies.

## **Examples of Duties**

- Select, hire, and oversee a competent and qualified library director.
- Determine and adopt written policies to govern the operation and program of the library.
- Develop a long range plan for commitment of resources to meet the changing needs of the service population. Prepare a statement of purpose, service goals, and objectives.
- Adopt an annual budget adequate for meeting goals and objectives; work actively for public and official support of the budget.
- Review monthly financial statements in context of the annual budget, approve reasonable expenditures that are within the approved budget, forward approved bills for payment by county.
- Negotiate, approve, and enter into contracts for services
- Develop and maintain capital improvement plan.
- Establish, support, and participate in a planned public relations program. Interpret the library's role and plans to community boards and committees, governing officials, and the general public.

## **Qualifications for Library Trustees**

- Willingness to devote time and talents
- Ability to think clearly, question objectively, and plan creatively
- Skill in communicating and cooperating
- Awareness and appreciation of the library's past, present, and future role in society
- Willingness to become more knowledgeable about library services and standards of operation within the South Central Library System
- Ability to represent the Library Board in public forums, to act as an advocate for library services, and to reflect the concerns of the public at library board meetings.

## **Collectively, the Library Board of Trustees should represent:**

- A diversity of interests
- A balance of age, race, sex, and socioeconomic levels
- A variety of occupational and personal backgrounds
- A diversity of geographic areas within the Middleton Public Library's service area.