

# 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.



OFFICE OF THE MAYOR

(608) 821-8359

COMMITTEE INFORMATION FORM

Committee(s) of Interest \_\_\_\_\_

Date \_\_\_\_\_ Home Phone \_\_\_\_\_

Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City of Middleton Resident Since \_\_\_\_\_

**Qualifications for Specified Committee(s) - Please attach resume or bio**

\_\_\_\_\_  
\_\_\_\_\_

**Educational Background**

\_\_\_\_\_

**Occupation/Experience**

\_\_\_\_\_  
\_\_\_\_\_

**Personal Interests/Community Involvements**

\_\_\_\_\_  
\_\_\_\_\_

**Why do you want to serve on this (these) Committee(s)?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For office use only:

Committee Appointment Approved by Council on: \_\_\_\_\_

Term: \_\_\_\_\_