

## 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?

Carthage Public Library District's Trustees are elected for a six year term.

## Are Library Trustees paid a salary?

No. 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

The seven-member Board of Trustees of the Carthage Public Library District generally meets at 4:30 pm on the 2<sup>nd</sup> Monday of each month.

All meetings are open to the public.

Trustee candidates are on the ballot for the consolidated election held in April of odd numbered years. Candidates must obtain at least 50 signatures on a Nominating petition and submit that petition, and a Statement of Candidacy the December preceding the election.

Candidates must also complete a Statement of Economic Interests to be filed with the County Clerk.

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

Amy Gee, Director  
Carthage Public Library District  
500 Wabash Ave  
Carthage, IL 62321  
217-357-3232  
cartlib@mtcnw.net

or

The office of the Hancock County Clerk  
<https://www.hancockcounty-il.gov/county-clerk/>

## Library Hours:

Monday – Thursday 11:00 am – 7:00 pm

(In summer we close at 6:00 pm M-Th)

Friday 11:00 am – 5:00 pm

Saturday 9:00 am – 5:00 pm

Adapted from a brochure originally created by the North Suburban Library System

# Carthage Public Library District

## What does a Library Trustee DO?



# 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

Oversee the maintenance of the Library's building and property.



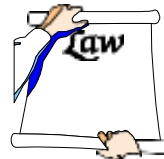
6

Manage the Library's assets. Prepare & approve annual budget, appropriation ordinance, & levy. Report to the public as required.



7

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



8

Be an Advocate. Participate in library's public relations program.



9

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



10

Complete on-line Open Meetings Act training and comply with all regulations.



11

Encouraged to attend Trustees meetings and workshops.



**RAILS –**  
Reaching Across Illinois  
Library System

12

Be aware of State Library and Library System resources.

