



GLENWOOD-LYNWOOD PUBLIC LIBRARY DISTRICT

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Library Trustees' Duties and Responsibilities

What does a library trustee do? Duties and responsibilities of the library trustee are manifold at first glance and seem to overlap those of the Library Director. The library board, however, was created by law to act as citizen control or governing body of the library, while the Library Director's training and experience are pointed towards the administration of the library.

Library Boards Responsibilities

- Employ a competent and qualified Library Director.
- Determine the purpose of the library and adopt written policies to govern the operation and program of the library.
- Determine the needs of the library in relation to the community and to keep abreast of standards and library trends.
- Establish, support and participate in a planned public relations program.
- Assist in the preparation of the annual budget during draft budget review and approve the final document.
- Know local and state laws and to actively support library legislation in the state and the nation.
- Develop a strategic planning for library services and programs, ensuring the library evolves to meet community needs.
- Represent the library in community functions and meetings.

Librarian Director's Role

- Act as technical advisor to the board on library issues and matters.
- Employ and supervise all staff
- Carry out the policies of the library as adopted by the board and recommend needed policies for board action.
- Suggest and carry out plans for extending services of the library.
- Prepare regular reports detailing current progress and future needs of the library.
- Maintain an active print and social media program of public relations.
- Prepare an annual budget for the library in consultation with the board and to give a current report of actual expenditures against the budget at each meeting.
- Seek out local, state, and federal grants that could be beneficial to the library district.
- Know local and state laws and to actively support library legislation in the state and nation.
- Attend all board meetings and see that accurate records are kept on file at the library.
- Affiliate with state and national professional organizations and attend professional meetings and workshops.
- Make use of the services and consultants of the regions system and state library.
- Report regularly to the library board, to the officials of local government, and to the general public.
- Ensuring the library's physical space is well-maintained and functional.
- Programs & Services will shift based on the specific needs & wants of the community the library serves and the Library Director needs to be aware of this.
- Work with the Library Board of Trustees for a short-term and long-term Strategic Plan.

Source: Illinois Library Association (ILA), Duties of a Library Trustee, Revised: October 24, 2019; August 10, 2023