



VERNON AREA PUBLIC LIBRARY DISTRICT

Overview of Responsibilities of the Vernon Area Public Library District Board of Trustees

The Vernon Area Public Library District Board of Trustees provides a liaison between the general public and the Library. The Library Board has the legal authority and responsibility to see that the library is well managed, and that it operates in accordance with the laws of the State of Illinois and the policies established by the Board itself.

LEGAL AUTHORITIES AND RESPONSIBILITIES

Policy formulation. The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes approving and affirming principles used to guide material management, making final decisions regarding personnel actions involving grievances, and setting or changing hours of service, among other things.

Planning and Budget oversight. The Trustees are involved in both short and long-range planning. They determine the annual budget and tax levy, as well as approve and audit the Library District's expenditures.

Liaison between the general public and the Library. It is the responsibility of the Library Board members to represent the community to the Library and the Library to the community by interacting with different segments and interests in the community and attending meetings of other groups. The trustees serve as Library advocates, bringing Library awareness to the community, explaining the Library and its usefulness to individuals, groups, and government officials and staffers, answering questions and comments positively, accurately, and convincingly, and organizing support for the Library, its plans, its programs, and its growth.

Appointment of the Library Director. Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

REQUIRED QUALIFICATIONS

- Must be a resident of the Vernon Area Public Library District
- Must be a registered voter

DESIRABLE BACKGROUND AND/OR EXPERIENCE:

- Demonstrated interest in and enthusiasm for the Library (preferably a regular library user)
- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight
- Willing and able to work with management and staff
- Availability and openness to the public
- Personal experience in one or more of these areas:
 - Advocacy
 - Banking / Financial
 - Foundations / Fundraising
 - Human Resources
 - Law / Government
 - Library / Information
 - Planning
 - Public Relations
 - Technology

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Application for Trustee Appointment

Applicants should have a strong interest in public libraries and must be willing to devote the time and effort necessary to fulfill the duties and obligations of a library trustee. To qualify, applicants must reside within the Vernon Area Public Library District and be registered to vote.

NAME

HOME ADDRESS

HOME PHONE

MOBILE PHONE

EMAIL ADDRESS

OCCUPATION

PLACE OF EMPLOYMENT

BUSINESS PHONE

YOUR BACKGROUND

Please list relevant education, experience or skills you could contribute to our board, for example:

ADVOCACY

HUMAN RESOURCES

PLANNING

OTHER (PLEASE EXPLAIN)

BANKING / FINANCIAL

LAW / GOVERNMENT

PUBLIC RELATIONS

FOUNDATIONS / FUNDRAISING

LIBRARY / INFORMATION

TECHNOLOGY

Do you have previous experience serving on a board? Y / N

If yes, please note when and for which organization(s).

Charitable or community activities, past or present:

