

Announcement of Board Vacancy

The Mt. Zion District Library has vacancies on their Board of Trustees.

Anyone interested on serving on the Library Board is asked to submit a short summary (no more than 1 page) stating why they want to serve and their qualifications for serving on the Board.

The deadline for submissions is **Friday, May 5.**

Submissions may be turned in at the Desk, mailed to the library at:

Mt. Zion District Library

115 W. Main St.

Mt. Zion, IL 62549

Attn: Director

or submitted via email to: director@mtzion.lib.il.us

A description of Trustee duties is available at the Desk and on the Library's website: www.mtzion.lib.il.us.

Library Trustee is a volunteer position.

**Mt. Zion District Library
Board of Trustees Position Description**

Legal Responsibilities

Trustees are mandated by Illinois law to control

- Library funds
- Library property
- Library expenditures
- The selection and hiring of a library director

Fiduciary Responsibilities

Trustees are public officers and therefore have the responsibility to:

- Obey federal, state, county and local laws related to libraries
- Manage all library assets wisely
- Recognize that the library's best interests must prevail over any individual interests
- 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 of the library
- Adopt an annual budget adequate for meeting goals and objectives
- Review monthly financial statements in context of the annual budget and approve expenditures that are within the budget.
- Negotiate, approve and enter into contracts for services

Qualifications for Library Trustees

- Willingness to devote time and talents
- Ability to think clearly, question objectively, and plan creatively
- Awareness and appreciation of the library's past, present and future role in society
- Willingness to become more knowledgeable about library services and standards
- Ability to represent the Library in the community acting as an advocate for library services.

Collectively, the Library Board of Trustees should represent:

- A diversity of interest
- A balance of age, race, sex and socioeconomic levels
- A variety of occupational and personal backgrounds

Library Trustee is a volunteer position.

The Mt. Zion Library Board meets on the 2nd Tuesday of each month a 7 PM.